



PAYOFF STATEMENT REQUEST

Complete and submit the form to the attention of Monica Johnson at monica.johnson@houstontx.gov. Please be aware, failure to submit all required materials may delay or prevent the processing of your request. All requests are processed in the order in which they are received. If you need assistance, please call **832.394.6185** or **832.394.6241** between the hours of **9 A.M. and 4 P.M.**, or visit us at <http://www.houstontx.gov/housing/compliance-and-monitoring>.

Requestor Information

Date of Request: _____
 Name (Last, First): _____ Firm: _____
 Email address: _____ Phone: _____
 Comment(s): _____

Homeowner's Information and Property Information

Last/First Name: _____
 Phone: _____ Date subsidy was received (Year): _____
 Property Address: _____

Method of Delivery

Payoff Statements are sent via email. Release of Liens are not emailed, only sent via regular or certified mail. For the Release of Lien, please select from the one of the following delivery methods (check one):

- Overnight delivery (attach an* **air bill** label) Pick up in person Courier pick up
*For UPS air bills, UPS does not have a drop box in the premises of our building. After notification has been provided that the ROL is ready for pick-up, call UPS to schedule a delivery pickup. The City is not an authorize user on the requestor's account and cannot schedule a UPS pickup.

Reason for Request

Check one or more of the following:

- Sale of the property Short sale Refinance Payoff not due to sale of property
 Other _____

Supporting Documentation

Attach the indicated supporting documents:

(The request will not be accepted until all items are received. HCDD reserves the right to request additional supporting documentation.)

- Copy of death certified for any homeowner, if applicable.
- Homeowner's authorization must be in writing and must authorize:
 - disclosure and release of payoff figures to the requestor
 - disclosure of proof of residency, Earnest Money Contract, appraisal, and HUD-1 (if applicable)
- For proof of residency, submit the following items:
 - copy of homeowner(s) driver's license(s)
 - last month's water and light bill
- Copy of the fully executed Earnest Money Contract with all attachments
- Appraisal issued to the proposed buyer's lender
- Settlement Statement (HUD-1) which must include all closing costs, lender fees and payoff amount to the other holder(s). Do not include any payoff figures for the City's lien.
 - A preliminary HUD-1 will only be accepted if a HOME recapture formula is not outlined in the Note.

Authorization

An authorization is required by the homeowner/s. Please free to use the authorization below or you may submit your own authorization.

Homeowner/s Authorization to Release Information to a Third Party

I, _____, certify that I/we am/are the homeowner/s of the property. I/we hereby authorize the following person(s) and/or company to obtain information related to my accounts to: _____
(Please print or type name(s) of authorized person(s) or name of firm)

I authorize Housing and Community Development Department (HCDD) to release said information to the authorized individual(s) or firm. This authorization will remain in effect for **30** days. I understand that I may revoke this authorization at any time before any information is disclosed, in writing, by mail, verbally, by fax or e-mail.

Signed: _____ Date: _____