



RELEASE OF LIEN REQUEST

Complete and submit the form to the attention of **Beverly Brown** at beverly.brown@houstontx.gov and copy laura.serrano@houstontx.gov. Please be aware, incomplete requests may be delayed or not processed until complete. All requests are processed in the order in which they are received and within 3 business days, unless otherwise quoted a different turnaround time. If you need assistance, please call a representative at **832.394.6132** or **832.394.6241**.

Requestor Information

Date of Request: _____ Are you ordering the Release of Lien for: Self Client (s)
Name (Last, First): _____ Firm: _____
Email address: _____ Phone: _____

Homeowner's Information and Property Information

Last/First Name: _____ Is the lien against the current or previous owner/s? _____
Phone: _____ Date subsidy was received (Year): _____
Property Address: _____

Reason for Request

Check one or more of the following:

Satisfaction of lien (Maturity date has been met) Death of homeowner(s) Other: _____

Supporting Documentation

Check one or more of the following and attach the indicated supporting document(s):

Recorded lien(s) Copy of death of certificate Other: _____

Authorization

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

I/We, _____, 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/We authorize Housing and Community Development Department (HCDD) to release said information to the authorized individual(s) or firm. I/We understand that I/we may revoke this authorization at any time before any information is disclosed, in writing, by mail, verbally, by fax or e-mail.

Signed: _____ Date: _____

Delivery Options

Please select from one of the following (check one):

Overnight delivery (attach an *air bill label) 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 Release is ready for pick-up, please 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.

HCDD INTERNAL USE

Was the ROL requested by a homeowner over the phone? Yes No Is the homeowner Spanish-only speaker? Yes No
Date ROL was mailed to homeowner: _____ If homeowner picked-up ROL, on what date: _____
Date ROL was dropped off in FedEx box: _____
Date requestor was notified that ROL was ready for UPS pickup: _____ Date UPS picked-up ROL: _____