



# PAYOFF STATEMENT REQUEST

(FOR HOMEOWNER/S USE ONLY)

Complete and submit this form to [hccddloanservicing@houstontx.gov](mailto:hccddloanservicing@houstontx.gov). Please be aware, failure to submit all required documents will delay or prevent the processing of your request. **All requests will be processed in the order in which they are received.** If you need additional assistance, please call (832) 394-6200, extension #2.

## Homeowner's Information and Property Information

Date of Request: \_\_\_\_\_  
First/Last Name/s: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

## Occupancy Status

Property is my/our primary residence  
 Property is not my/our primary residence. What is the last date of occupancy (month/date/year)? \_\_\_\_\_

## Reason for Request

This request is only to be used for one of the following reason and is **not** for a sale, home equity or refinance transaction.

Check one or more of the following:

Abandoned property     Un-occupied property     Death of homeowner(s)     Filed bankruptcy  
 Planning to rent property     Renting property     Other \_\_\_\_\_

## Supporting Documentation

Attach the indicated supporting documents:

(The request will **not** be processed until **ALL** documents have been received. HCDD reserves the right to request additional supporting documentation.)

Copy of death certificate for any homeowner (if applicable)  
 Copy of homeowner/s driver license(s) **(required)**  
 Copy of last month's electric bill **(required)**. If you do not currently occupy the property as your primary residence, provide the last month's bill from the time you resided at the property.  
 Copy of last month's water bill **(required)**. If you do not currently occupy the property as your primary residence, provide the last month's bill from the time you resided at the property.

Feel free to include additional documentation:

Other: \_\_\_\_\_

## Authorization

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

I/We, \_\_\_\_\_, certify that I/we am/are the homeowner/s of the property. I/we hereby request a Payoff Statement for the transaction that is noted in the reason box above.

## Delivery

**All Payoff Statements are sent by email to the requestor.**