

# SINGLE-FAMILY LOAN SERVICING

## PAYOFF STATEMENT REQUEST



### TITLE COMPANY USE ONLY

Complete and submit the form to [hcddloanservicing@houstontx.gov](mailto:hcddloanservicing@houstontx.gov). If you need assistance, contact our team at (832) 394.6140. 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.

Requestor Information			
Date of Request			
Requestor's Name		Firm	
Email address		Phone	

Homeowner's Information and Property Information			
Homeowner(s) Name			
Property Address			
Phone Number		Email	Year lien filed

Reason for the Request			
Check one or more of the following:			
Sale of the property	Short Sale	Refinance	Other:

Required Documentation
<b>The request will not be executed until all items are received. HCD reserves the right to request additional supporting documentation. Please submit a copy of the following:</b>
Homeowner(s) authorization
Homeowner(s) government-issued photo ID that reflect address
Last month's electric bill
Last month's water bill
Death Certificate (if applicable)
Closing Disclosure (formerly known as a HUD-1 Settlement Statement)
Earnest Money Contract with all attachments