



PAYOFF STATEMENT REQUEST [Title Company Use Only]

Complete and submit the form to HCDDLloanServicing@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) 394.6200 extension #2.

Requestor Information

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

Homeowner's Information and Property Information

Last/First Name: Phone: Phone: Year lien filed: Property Address:

Reason for the Request

Check one or more of the following:

Sale of the property Short sale Refinance Other:

Supporting Documentation

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

Required Supporting Documents

- Homeowner's authorization must be in writing and must authorize: For proof of residency, submit the following items: Copy of homeowner(s) driver's license(s) Last month's water and electric bill Seller's Pre-Closing Information Closing Disclosure Include all closing costs, 1st lien payoff, lender fees, closing costs and payoffs to other lien holder(s) Do not include the City's payoff (lien) amount Copy of the fully executed Earnest Money Contract with all attachments

Supplement Documents (must be submitted only upon request)

- Appraisal issued to the proposed buyer's lender Title Commitment

Authorization

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 authorize the following person(s) and/or company to obtain information related to my account(s) 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 email.

Signature 1: Signature 2: Date:

Delivery Options

Payoff Statements are sent via email. For the Release of Lien, please select from the one of the following:

Overnight Delivery (attach an air bill label) Courier pick-up Other: