



PAYOFF STATEMENT REQUEST

Complete and submit the form to the attention of Monica Johnson at [monica.johnson@houstontx.gov](mailto: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 a representative in the Single Family Loan Servicing section at 713-868-8300 between the hours of 9 A.M. and 4 P.M. or visit us at <http://www.houstontx.gov/housing/complianceandmonitoring.html>.

Requestor Information

Date of Request: \_\_\_\_\_

Name (Last, First): \_\_\_\_\_ Firm: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_ Ext# \_\_\_\_\_

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. However, Releases of Liens are not emailed, sent via regular or certified mail.

Preferred method of delivery (check one):

☐ Overnight delivery (attach an **air bill** label) ☐ Pick up in person ☐ Courier pick up

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 \_\_\_\_\_

Attach the indicated supporting documents:  
(The request will not be processed until all items are received.)

☐ Homeowner’s authorization must be in writing and must authorize:

- disclosure of payoff figures to the requestor and release the original Release of Lien to the requestor for recording
- disclosure of proof of residency, Earnest Money Contract, appraisal, and HUD-1

☐ 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 (name that appears on the earnest money contract) lender

☐ Settlement Statement (HUD-1) which must include all closing costs, lender fees, and the payoff amount to the 1<sup>st</sup> lien 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.

\*N/A for refinance

SFLS USE ONLY

Staff member’s initials: \_\_\_\_\_ Date submitted for signature: \_\_\_\_\_

Date request was received: \_\_\_\_\_ Due date to the requestor: \_\_\_\_\_

What type of subsidy assistance did the homeowner(s) receive?

☐ Home Repair ☐ Home Replacement ☐ Down Payment Assistance

Attached is/are the following item(s):

☐ Note ☐ Recorded Deed of Trust/lien ☐ Terms and Conditions ☐ HUD-1 ☐ Homebuyer Set Up & Completion Form

☐ Lien date prior 2009 ☐ Lien date on or after 2009

Comments: \_\_\_\_\_