

# SINGLE-FAMILY LOAN SERVICING

## PAYOFF STATEMENT REQUEST



### HOMEOWNER 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.

#### Homeowner's Information and Property Information

Date of Request:				
Homeowner First Name:		Homeowner Last Name:		
Homeowner Email Address:		Homeowner Phone:		
Co-Owner First Name:		Co-Owner Last Name:		
Co-Owner Email Address:		Co-Owner Phone:		
Property Address:		City:	State:	Zip:

#### Occupancy Status

<input type="checkbox"/> Property is my/our primary residence
<input type="checkbox"/> Property is not my/our primary residence. What is the last date of occupancy (month/date/year)?

#### Reason for the Request

Check one or more of the following:

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

<input type="checkbox"/> Abandon Property	<input type="checkbox"/> Unoccupied property	<input type="checkbox"/> Death of homeowner(s)	<input type="checkbox"/> Planning to Rent Property
<input type="checkbox"/> Move / Sell / Transfer	<input type="checkbox"/> Filed Bankruptcy	<input type="checkbox"/> Other:	

#### Supporting Documentation

Attach the indicated supporting documents:

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

<input type="checkbox"/> Copy of death certified for any homeowner <i>(if applicable)</i>
<input type="checkbox"/> Copy of homeowner(s) driver license(s)
<input type="checkbox"/> Copy of last month's utility bills (gas, water and electric) with remittances. If you do not currently occupy the property as your primary residence, provide the last month's bill during the time you resided at the property.
<input type="checkbox"/> Declaration page for Hazard Homeowners Insurance
<input type="checkbox"/> Declaration page for Flood Insurance <i>(if applicable)</i>
<input type="checkbox"/> 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.

#### Warning

Any person who knowingly makes a false claim or statement to HUD may be subject to civil or criminal penalties under 18 U.S.C. 287, 1001 and 31 U.S.C. 3729. Under penalties of perjury, I/we certify that the information presented above is true and accurate to the best of my/our knowledge and belief. I/We further understand that providing false representations herein constitutes an act of fraud. Title 18, Section 1001 of the U.S. Code states that a person is guilty of a FELONY if he/she knowingly and willfully makes a false statement to any department of the United States Government.

#### Delivery Options

Payoff Statements are sent via email.