

SINGLE-FAMILY LOAN SERVICING

RELEASE OF LIEN REQUEST



Complete and submit the form to 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		Are you ordering the Release of Lien for:	Self Client
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:		
Satisfaction of lien (Maturity date has been met)	Death of homeowner(s)	Other:

Required Documents		
The request will not be accepted until all applicable documents are received. HCDD reserves the right to request additional supporting documentation.		
Government Issued ID	2nd Lien Deed of Trust (optional)	Authorization <i>(Note: if not the owner of the property need signed authorization.)</i>

Delivery Options			
The Requestor is responsible for recording of the original Release of Lien. Please indicate and submit one of the following (check one):			
Overnight Delivery <i>(a pre-printed FedEx or UPS airbill/label)</i>	Pick Up	Mailed Certified	Other:

Authorized Signature Required			
Signature:		Printed Name:	Date:
Signature:		Printed Name:	Date:

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.