

Housing and Community Development

250 FRANK H. OGAWA PLAZA SUITE 5313 * OAKLAND, CALIFORNIA 94612

<https://www.oaklandca.gov/topics/loan-servicing> | email: loanservicing@oaklandca.gov

LOAN PAY-OFF DEMAND REQUEST FORM

This form **must** be completely filled out and submitted along with all required documents. Any inaccurate or incomplete information may delay the review and processing of this request. Please allow up to 10 business days for processing. Questions: contact Loan Servicing at (510) 238-7921 or email: loanservicing@oaklandca.gov.

Requestor Information

Name of Person Requesting Payoff:	
Company Name (if applicable):	
Address:	
Phone Number(s):	Email:
Escrow Number (if applicable):	

Property and Borrower Information

Name(s) of Borrower(s):	
Property Address:	
Mailing Address (if different than above):	
<i>Note: If you are selling and/or moving, please provide your new address to avoid missing important mailings.</i>	
Loan Number:	
Additional Contact Information:	
Phone Number(s):	Email:
Estimated Payoff Date:	
Loan(s) to be paid off (check below if you know, or skip it if you don't know):	
<input type="checkbox"/> FTHB-MAP <input type="checkbox"/> EHRP <input type="checkbox"/> HMIP <input type="checkbox"/> RRP <input type="checkbox"/> CAL HOME OTHER _____	
Required Documents	
Deed of Trust	
Promissory Note if Applicable	
<input checked="" type="checkbox"/> Borrower Authorization for Payoff (attached)	
<input checked="" type="checkbox"/> Loan Pay-off Request Form (this form)	
If original borrower is deceased please provide documentation verifying requesters title to the property.	
<i>Example: Living Trust or Affidavit to Successor of Trustee. Death Certificates alone are insufficient verification.</i>	
Signatures	
	Date:
Signature of Borrower(s) or Third-party Requester	
	Date:

BORROWERS AUTHORIZATION FOR FULL PAYOFF

Notice:

The City of Oakland's Housing and Community Development- Loan Servicing Division will only release a loan payoff demand to the borrower or a person acting with written authorization (third party request). If you are requesting a payoff demand for yourself (to be sent to you), please complete and sign section 2. If you are authorizing another person or company to request a demand, please complete and sign section 3.

1. Reason for Request

This request for a full pay-off Balance regarding our loan with the City of Oakland is due to the following:

- | | |
|--|---|
| <input type="checkbox"/> Property Sale | <input type="checkbox"/> Ready to pay in full |
| <input type="checkbox"/> Loan is due | <input type="checkbox"/> Refinancing: |

2. Borrower Request

I/We, _____, certify that I/we are the borrower(s) on the loan. I/We hereby request the City of Oakland's Housing and Community Development Loan Servicing Division to release payoff information to me / us at the contact information on the attached Loan Pay-off Request Form.

Borrower Signature

Date

Co-Borrower Signature

Date

3. Borrower Authorization For Third Party Request

I/We, _____, certify that I/we are the borrower(s) on the loan. I/We hereby authorize the city of Oakland's Housing and Community Development - Loan Servicing Division to release my / our loan payoff information to the Third Party identified below.

Name of Authorized Third Party

Third Party Phone Number

Authorized Company Name (if applicable)

Third Party Email Address

Borrower Signature

Date

Co-Borrower Signature

Date

****This document will remain in effect for 90 days unless canceled in writing by: A). Borrowers Authorized Third Party or B). Written request by Individual and /or any additional borrowers when received by the City of Oakland's Housing and Community Development- Loan Servicing Division.***