

**PAYOFF REQUEST**

DATE: \_\_\_\_\_

Lender: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/FAX: \_\_\_\_\_

RE: Loan No.: \_\_\_\_\_

Property: \_\_\_\_\_

Borrower: \_\_\_\_\_

**Please FAX the Payoff Demand to \_\_\_\_\_**

**Please make the payoff figure good until \_\_\_\_\_**

In a transaction opened with this office, we have been instructed to pay the above-referenced loan IN FULL upon closing. To enable us to comply with this instruction, we hereby request that you send your demand/letter/statement to the address and FAX number indicated above.

**IF THIS IS AN EQUITY LINE OF CREDIT MORTGAGE, PLEASE FREEZE AND CLOSE OUT THE LINE OF CREDIT. YOU MUST CONTACT US WITH ANY AND ALL INCREASES AS THEY OCCUR. PLEASE ADVISE BY TELEPHONE (\_\_\_\_-\_\_\_\_-\_\_\_\_) AND FOLLOW UP WITH WRITTEN CONFIRMATION.**

**PLEASE BE ADVISED THAT, PURSUANT TO APPLICABLE LAW, WE WILL RELY UPON YOUR WRITTEN DEMAND/LETTER/STATEMENT TO ESTABLISH THE AMOUNT NECESSARY TO PAY THE OBLIGATION IN FULL, AND AS YOUR COMMITMENT TO DELIVER A FULL RELEASE OR SATISFACTION OF THE MORTGAGE.**

Thank you for your prompt attention.

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