

REQUEST FOR MORTGAGE PAY-OFF STATEMENT

RMP

DATE _____

PROPERTY: _____ ACCT. # _____

OWNERS: _____

In accordance with our previous letter advising of the sale of the above property, this is to advise you that final settlement has been definitely scheduled for _____.

- Please forward pay-off statement to satisfy mortgage in full.
- Please deduct any FHA prepayment penalty. The new FHA case number is: _____
- We will require tax receipts for _____ years and sewer rent receipts for _____ years or your certification.
- Please forward statement of account for settlement subject to present mortgage.
- Specify in your statement the escrow balance, if any, to be assigned to new Buyer.
- For your records, the new mortgagee will be: _____
- _____

Thank you,

By _____

