

BMP Payoff Request Form

City of Santa Clara

Borrower's Last Name _____	Estimated COE Date _____
Borrower's First Name _____	<input type="checkbox"/> Sale
Property Address/ZIP _____	Payoff Position <input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Other
SSI# for Seller/Borrower _____	City Loan Number _____
Borrower's Forwarding Address _____ _____	Borrower's Approval _____
Borrower's Email _____	Borrower's Phone # _____
Title Company Name _____	Phone Number _____
Contact/Escrow Officer _____	Fax Number _____
Email _____	Escrow # _____
Listing Agent Name _____	Phone Number _____
Email _____	MLS # _____

SELLER TO PAY ALL RECORDING FEES FOR CITY ISSUED RECON AND RELEASE DOCUMENTS

Please provide the following information along with your request:

- | | |
|---|---|
| 1. Borrower signed authorization | 5. Estimated HUD-1 |
| 2. Preliminary Title Report | 6. Final Closing Statement (once closed) |
| 3. Purchase Price of home (sales agreement) | 7. Payoff fee to City of Santa Clara - 1,315* |
| 4. Appraisal for sale of property | 8. Fed Exp/UPS delivery receipt for title company |

*A City Municipal fee in the amount of \$1,315.00 must be paid to the City with the payoff demand form, or payment must be shown in the estimated settlement statement as portion of funds to be sent to the City.

Forward this completed form and all the requested information to:

Allison Lam, Housing & Community Services Department for the City of Santa Clara
Phone (408) 615-2493 Email address: ALam@SantaClaraCA.gov