

HOMEOWNER MORTGAGE SERVICING REQUEST FORM

PROPERTY INFORMATION	
Street Address:	Borough/Block/Lot:
HPD Program:	Project/Development Name:
Subsidized Purchase Price: \$	Date of Purchase:

I have refinanced before on _____ (date)

HOMEOWNER(S) INFORMATION	
Name(s):	
Street Address:	
City, State, Zip:	
Phone:	Email:
<input type="checkbox"/> Check here if you <u>want</u> a Voter Registration form mailed to you. <input type="checkbox"/> Check here if you <u>do not want</u> a Voter Registration form mailed to you. Please be informed that registering to vote is completely voluntary. Your voter registration status will not impact the processing of this servicing request.	

CONTACT INFORMATION (If Different from Above)	
Name(s):	
Company:	
Relationship to Homeowner:	
Street Address:	
City, State, Zip:	
Phone:	Email:

**ATTACH \$400 SERVICING FEE PAYMENT HERE
 CERTIFIED BANK CHECK OR U.S. POSTAL MONEY ORDER ONLY**
 Make check payable to NYC Department of Finance

Be sure to include on your check or money order:

*Homeowner's Name,
 Property Address,
 Borough, Block, and Lot number*

FOR HPD USE ONLY: BUDGET CODE: _____ REVENUE SOURCE: _____
 SUBMITTED BY: _____ DATE: _____

SERVICE REQUEST: *Check one or more of the following:*

- Pay-off of Subsidy / Satisfaction of Mortgage:** Seeking a pay-off letter (and mortgage satisfaction on pay-off) in connection with the sale of the property or otherwise or mortgage term is expired (and requirements have been satisfied), so seeking a mortgage satisfaction for recording.
- Subordination:** Refinancing primary mortgage and seeking subordination of NYC mortgage (**Note:** If refinancing is for "cash out," some or all of the current subsidy balance may be required to be repaid)
- Other Servicing (Describe):** _____

REQUIRED SUPPORTING DOCUMENTS: *Please refer to the HPD Website for a complete explanation.*

Required Documents for **ALL REQUESTS:**

- Original, Notarized Homeowner Affidavit (no photocopies or faxes)
- \$400 Mortgage Servicing Fee (Certified Check, Bank Check or U.S. Postal Money Order only)
- Copy of at least one (1) of the following proof of residency documents:
 - Valid NYS Photo Driver's License or Non-Driver ID Card;
 - W-2 Form for most recent tax year;
 - A Transcript of US Tax Return for the most recent tax year (may be obtained through the IRS website (<http://www.irs.gov/Individuals/Get-Transcript>)).
- Copy of at least one (1) of the following additional proof of residency documents:
 - Valid NYS Motor Vehicle Registration;
 - Current US Bank Account Statement mailed to your home (no computer print-outs & primary mortgage statement is not acceptable);
 - Current Major US Credit Card Statement mailed to your home (no computer print-outs);
 - Current Utility Bill (gas or electric) mailed to your home (no computer print-outs & must include return payment stub);
 - Current Homeowner Insurance Policy mailed to your home (no computer print-outs);
 - NYS School Registration;
 - NYS Voter Registration Form.

Additional Required Documents for **REQUESTS FOR PAY-OFF/SATISFACTION OF MORTGAGE RELATING TO PROPERTY TRANSFER OR OTHERWISE**

- Mortgage Schedule from Purchaser's current Title Report;
- HUD-1 Settlement Statement from Current Homeowner's Closing of Property Purchase;
- Executed Contract of Sale (for proposed resale, if applicable);
- For Assignment and Assumption of Mortgage Only: Certain property transfers may not require the pay-off of the subsidy balance (ex., adding spouse to title). In such cases, the request should include notarized letters from both the current owner and the prospective transferee confirming the current owner's intent to assign the NYC mortgage to the transferee and the transferee's intent to assume the obligations and liabilities under the NYC mortgage.

Additional Required Documents for **REQUESTS FOR SUBORDINATION RELATING TO REFINANCING**

- Mortgage Schedule from Lender's current Title Report;
- Commitment Letter signed by Homeowner;
- Loan Estimate Form signed by Homeowner;
- Current Primary Mortgage Pay-off Statement;
- HUD-1 Settlement Statement from Closing of Property Purchase;
- Closing Disclosure Form for current Refinancing and HUD-1 or Closing Disclosure Form from any previous Refinancing (if applicable);
- For "Homefirst" Program Mortgages Only: A copy of the Lender's Appraisal of the Home.

Additional Required Documents for **ALL REQUESTS RELATING TO COOPERATIVES:**

- Certificate of Shares;
- Proprietary Lease;
- Letter from the Management Company stating history of occupancy and subletting;
- Schedule A from the Offering Plan.

SEND TO: NYC Department of Housing Preservation and Development
Homeowner Mortgage Servicing
100 Gold Street, Room 7-U1
New York, NY 10038
Attention: Intake Coordinator

NOTE: Incomplete applications or missing supporting documents will result in a delay of processing.