

BMP Payoff Request Form

City of Santa Clara

Borrower's Last Name _____

Estimated COE Date: _____

Borrower's First Name _____

SALE

Property Address/Zip _____

Payoff Position: First Second Other

SSI # for Seller/Borrower _____

City Loan Number: _____

Borrower's forwarding Address _____

Borrowers 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 - \$,1271.* |
| 4) Appraisal for sale of property | 8) Fed Exp/UPS delivery receipt for title company |

*A City Municipal fee in the amount of \$ 1,271.00 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:

Suzanne Burns-Tobin, Housing & Community Services Department for the City of Santa Clara

Phone (408) 615-2493 Email address: SBurns@SantaClaraCA.gov