OFFICIAL PAYOFF REQUEST FORM

Send by email to payoffs@dca.ga.gov or by regular mail to
State Home Mortgage, Attn: Payoff Request, 60 Executive Park South, NE, Atlanta, GA 30329

SECTION I TO BE COMPLETED BY MORTGAGOR

SHM Loan Number: __________________ Mortgagor's Name(s): ____________________________

Complete Property Address: __________________________________________________________

Date Submitted to SHM: ________________ Request Submitted to State Home Mortgage by: EMail □ Fax □ Walk-in□

Property: □ Occupied □ Vacant

Includes quote requests for 1st and 2nd mortgages

Payoff quote to be returned by: □ Email: __________________________ __________________________________________

□ Fax - Fax quote to (______) ____________________________ __________________________

(third party requests must contain a "wet signature" by the mortgagor or include a Signature Disclosure Statement with a "wet signature")

Requestor's contact number: (______) ______________ Name: ______________________________________

Good through date will be 30 days from date of request. If loan is not paid in full by the good through date a new quote must be requested.

ENTER A COMPLETE FORWARDING ADDRESS FOR THE BORROWER/MORTGAGOR ONLY:

________________________________________________________________________________________

***SPECIAL NOTE: FINAL NOTIFICATION LETTER OF DEED CANCELLATION WILL BE MAILED.***

**REMAINING ESCROW FUNDS WILL BE DISBURSED 15 BUSINESS DAYS FROM THE PAYOFF DATE.**

Mortgagor’s Signature: __________________________ Date signed: ______________

(Note: if this is a THIRD PARTY request, the mortgagor must sign and date this form as authorization to release information within 90 days of the request)

(Signature Disclosure Statements are acceptable but must be dated within 90 days of the payoff request and contain a "wet signature")

All "completed" requests are returned within two business days

• Mailed Funds must be received in CERTIFIED FUNDS, CASHIER’S CHECK, or ATTORNEY’S ESCROW ACCOUNT
• Separate checks needed for 1st and 2nd liens

1st lien - make funds payable to State Home Mortgage 2nd lien - make funds payable to Georgia Housing and Finance Authority

☐ 2nd Mortgage (lien) HARDEST HIT FUND (HHF) - $15,000 SUBORDINATION REQUEST

SECTION 2 GEORGIA DREAM HARDEST HIT FUND (HHF)- Down Payment Assistance Program (DPA) - $15,000

If you do not need a payoff quote and would like to request SUBORDINATION of the HHF lien please send email to: GHFA-HHFPayoffs@dca.ga.gov