



State Home Mortgage

OFFICIAL PAYOFF REQUEST

(Send by mail to State Home Mortgage, Attn: Payoff Request, 60 Executive Park South, NE, Atlanta, GA 30329-2231, or by fax to 404-679-4837)

SECTION 1 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: DMail DFax DWalk-in
Payoff requested for: D1st Mortgage(lien) D2nd Mortgage(lien) Property: DOccupied DVacant

Payoff quote to be received by: DMail –(mailed quotes will be sent to the property address only)
or
DFax - Fax quote to: (_____)
DMortgagor DThird Party: _____
(third party requests must be signed by the mortgagor or include a Signature Disclosure Statement)
(\$5.00 fax fee included with quote)

Requestor's contact number : (_____) _____ Good through date will always be 30 days from date
of request. If loan is not paid off within the 30-day
time frame a new quote must be requested.

Mortgagor's forwarding Address: _____

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 attached to this form)

All requests are returned within two business days

- SHM does not accept wire transfers for payoffs at this time.
- Funds must be received in CERTIFIED FUNDS or CASHIER'S CHECK
- 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

SECTION 2 TO BE COMPLETED BY STATE HOME MORTGAGE

Date Request received: _____ Received by: _____

Date Payoff Quote sent: _____ Signature: _____

Comments: _____

