



# State Home Mortgage

## OFFICIAL PAYOFF REQUEST FORM

Send by email to [payoffs@dca.ga.gov](mailto: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

**\*\*ELECTRONIC SIGNATURES ARE NOT ACCEPTED\*\***

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 1<sup>st</sup> and 2<sup>nd</sup> 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 1<sup>st</sup> and 2<sup>nd</sup> liens  
*1<sup>st</sup> lien - make funds payable to State Home Mortgage 2<sup>nd</sup> lien - make funds payable to Georgia Housing and Finance Authority*

2<sup>nd</sup> 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](mailto:GHFA-HHFPayoffs@dca.ga.gov)



60 Executive Park South, NE, Atlanta, Georgia 30329-2231 | 1-800-781-8346

[www.statehomemortgage.net](http://www.statehomemortgage.net)

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