

**REQUEST FOR PAYOFF INFORMATION
FIRST-CITIZENS BANK & TRUST COMPANY**

Instructions: Please use this form to request a written loan payoff statement. We will respond within ten days after we receive your request. This request must be signed and should be faxed to 919-716-7074 or mailed to First Citizens Bank, Deposit Operations Support (Payoff Request) -- DAC15, PO Box 27988, Raleigh, NC 27611. To help us properly identify the loan and related collateral, please provide as much of the following information as you can.

1. Please provide me with a written payoff statement for _____ (the projected payoff date) in connection with the following loan:

Loan No: _____ Original Loan Amount: \$ _____

Loan Date: _____ Approximate Loan Balance: \$ _____

Borrowers(s): _____

2. Based on the information currently available to me, the mortgage, deed of trust, security deed and other collateral (if any) that secures repayment of the loan is identified as follows:

Date: _____ Amount Secured: \$ _____

Original Mortgagor(s): _____

Original Secured Party: _____

Recording Information: Recorded in Book _____ at Page _____ (or as Instrument No. _____) in the

Real Property Records of _____ County, State of _____.

Property Address: _____

Other Collateral (if any): _____

3. I confirm that I am authorized to request and receive a payoff statement. I am:

- Liable as a borrower for payment of the loan.
- Liable as a guarantor of the loan obligation.
- A record owner of the real property or other collateral that secures repayment of the loan.
- The authorized agent of _____, who is a borrower, guarantor, record owner of the property.

4. Please send the written payoff statement:

By mail addressed as follows (*insert name and address*): _____

By fax to: Fax No. _____ Attn: _____

REQUESTING PARTY (INDIVIDUAL):

Signature

Date

Print or Type Name

Telephone No.

REQUESTING PARTY (BUSINESS ENTITY):

Name of Business

By: _____
Signature

Print Name and Title