

HOMEOWNER MORTGAGE SERVICING REQUEST FORM

PROPERTY INFORMATION	
Street Address:	Borough/Block/Lot:
HPD Program:	Project/Development Name:
Subsidized Purchase Price: \$	Date of Purchase:

☐ I have refinanced before on _____ (date)

HOMEOWNER(S) INFORMATION		
Name(s):		
Street Address:		
City, State, Zip:		
Phone:	Fax:	Email:

CONTACT INFORMATION (If Different from Above)		
Name(s):		
Relationship:		
Street Address:		
City, State, Zip:		
Phone:	Fax:	Email:

ATTACH \$200 SERVICING FEE PAYMENT HERE
CERTIFIED/ BANK CHECK OR U.S. POSTAL MONEY ORDER ONLY
Make check payable to NYC Department of Finance

Be sure to include on your check or money order:

*Homeowner's Name,
Property Address,
Borough, Block, and Lot number*

FOR HPD USE ONLY: BUDGET CODE: _____ REVENUE SOURCE: _____

SUBMITTED BY: _____ DATE: _____



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SERVICE REQUEST:

Check one or more of the following and attach the indicated supporting documents:

- ☐ Payoff of Subsidy / Satisfaction of Mortgage
- ☐ Refinance
 - Good Faith Estimate signed by Homeowner
 - Commitment Letter signed by Homeowner
 - Mortgage Schedule from Title Report
 - Original HUD-1 Settlement Statement
 - HUD-1 from previous refinance(s) – if applicable
- ☐ Sale or Transfer of Property
 - Executed Contract of Sale (for proposed resale)
 - Mortgage Schedule from current Title Report
 - Executed HUD-1 Settlement Statement from initial purchase
 - Notarized Letters of Intent from both the owner and prospective purchaser (Assignment and Assumption only)
 - Notarized Letters of Intent from parties transferring ownership (Assignment and Assumption only)
- ☐ Other Servicing:

REQUIRED SUPPORTING DOCUMENTS

Refer to the HPD Website for a complete explanation of Required Documents

Required Documents for ALL REQUESTS:

- ☐ Homeowner Affidavit – Signed by Homeowner and Notarized
- ☐ \$200 Mortgage Servicing Fee (Certified / Bank Check or U.S. Postal Money Order only)
- ☐ Copy of at least one (1) of the following proof of residency documents:
 - Valid NYS Photo Driver License
 - Valid NYS Non-Driver ID Card
 - W-2 Form
 - Social Security Statement
 - Certified Copies of NYS or US Tax Returns
- ☐ Copy of at least one (1) of the following additional proof of residency documents:
 - NYS Motor Vehicle Registration
 - US Bank Statement
 - Major US Credit Card Statement
 - Utility Bill (gas or electric)
 - Insurance Policy
 - NYS School Registration
 - NYS Voter Registration Form
- ☐ Additional documents required for ALL REQUESTS for COOPERATIVES:
 - Certificate of Coop Shares
 - Purchase Agreement OR Contract of Sale
 - Proprietary Lease
 - Letter from the Management Company stating history of occupancy and subletting
 - Schedule A from the Coop Offering Plan

SEND TO:

NYC Department of Housing Preservation and Development
Homeowner Mortgage Servicing Unit
100 Gold Street, Room 7-U2
New York, NY 10038
Attention: Intake Coordinator

NOTE: Incomplete applications or missing supporting documents will result in a delay of processing.



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