

HPD DIVISION OF HOUSING PRODUCTION
LOAN SERVICE REQUEST FORM FOR
DOWN PAYMENT ASSISTANCE PROGRAMS

Date of Request: _____
Month/Day/Year

Homeowner's Name: _____
Last Name, First Name

Homeowner's Telephone Number: _____
(Area code), Phone#

Homeowner's Address: _____
Street Address

City, State, Zip code

Tax Block & Lot #s: _____

HPD Program: _____
HOMEFIRST

Contact Name: _____

Contact Telephone: _____

Service Request
(Check Box)

- ☐ Subordination (Refinance your home)
☐ Refinance for Rate & Term Only

- ☐ Pay-Off
☐ Refinance for Cash Out
☐ Transfer of Ownership with Sale of home
☐ Transfer Ownership of home Without Sale
☐ Pay off HPD loan

- ☐ Removal of the City's lien/Issue UCC-3
☐ Other (Explain): _____

Comments: _____

Send to: Down Payment Assistance Unit
Attention: Tameka Spencer, Director
100 Gold Street, Room 9-K6
New York, New York 10038
Phone: 212-863-6477
Fax: 212-863-8055
Email: Director: spencert@hpd.nyc.gov

Please follow instructions and be sure to provide all requested documentation.