



Loan Payoff Request Form

To the Borrower:

Seneca Mortgage Servicing LLC will only release a mortgage payoff statement to the borrower or a person acting with written authorization.

If you are requesting a payoff statement for yourself (to be sent to you), please complete and sign section 1.

If you are authorizing another person or company to request a payoff statement, please complete **BOTH** sections 1 and section 2.

1. Borrower Request for Payoff

I, _____, certify that I am the person whose name appears below and that I am a borrower on the following account(s):

Please print or type account number(s) here: _____

I hereby request Seneca Mortgage Servicing LLC to release payoff information to me at the contact information provided on this Payoff Request Form.

Signed: _____ Date: _____

Print Name: _____

Effective Payoff Date: _____

How would you like to receive your payoff?

Check next to one of the following: Fax Fax No: _____

Mail Web (www.senecaservicing.com - Borrower Option Only)

Please note Seneca Mortgage Servicing LLC will not be held responsible if the email address provided is invalid and/or returned "undeliverable", if the fax number given is incorrect and/or for delays in postal mailing servicing.

Reason for Payoff Request (check one)

- 1) Selling our Property
- 2) Refinancing our Property
- 3) Other _____



1. I understand that the payoff statement will be sent within 2 business days of my completed request. Requests received after 4:00 p.m. are considered received on the following business day.
2. No payoff figures can be given via telephone.
3. Acceptable forms of payments are Bank Check, Money Order, or Certified Check. (No personal checks)

2. Borrower Authorization to release payoff to Third Party

I, _____, certify that I am a borrower on the following account(s):

Please print or type account number(s) here: _____

I hereby authorize the following person(s) and/or company to obtain a payoff statement for any of the above accounts:

*Please print or type name(s) of **authorized person(s)** here:*

I authorize Seneca Mortgage Servicing LLC to release said information at the contact information on this Payoff Request Form. This authorization will remain in effect for 30 days. I understand that I may revoke this authorization at any time before the payoff information is disclosed, in writing, by mail, fax or e-mail. I further agree to indemnify and hold harmless Seneca Mortgage Servicing LLC from any liability for providing this information.

Signed: _____ Date: _____

Print Name: _____

Please send completed loan payoff form to one of the following:

Email: payoffs@senecaservicing.com

US Postal Service:
Seneca Mortgage Servicing LLC
ATTN: Payoffs
611 Jamison Road
Elma, NY 14059

Fax: (516) 506-4335