



CAPITAL FOR CHANGE

121 Tremont Street Hartford, CT 06105 • (860) 233-5165 • (800) 992-3665 • Fax: (860) 920-2041 • www.chif.org

C4C (fka CHIF) Payoff Request Instructions – please read all instructions

1. **Written payoff request:** C4C requires written request for payoff. Request must include borrowers' names and property address, good through date, and contact information for the requestor. Requests may be sent via fax, email or regular mail (see below).
2. **Borrower(s) Authorization:** Request must include copy of borrower's authorization (**the attached C4C standard borrower authorization form is required**). **To avoid delay in processing your request, all borrowers must sign the authorization.** Copy of borrower's authorization must be received by C4C before the payoff statement is delivered. Please see other representation instructions item 4 below regarding power of attorney, executor, fiduciary etc. who may sign the authorization form on behalf of borrowers when borrowers are unable to sign.
3. **Delivery of payoff statement:** Payoff statements delivered electronically (expedited delivery) by email or fax, the processing time will be within 2 business days. An expedited payoff fee of \$20 is included with payoff quote.
4. **Other representation instructions:** For power of attorney, executor, fiduciary or other legal representative, who are required to sign on behalf of borrowers when borrowers are unable to sign, a copy of the legal proof of designation document along with the signed authorization form is needed. If the legal proof requires notary signature, court signature, court seal, town recording, etc., the document must be complete with the requirements, otherwise the processing of your request will be delayed.

C4C contact phone number for further instructions, if needed: 860-233-5165 ext. 2044 for Jessica & 2032 for Rosa

Send requests via:

Email (preferred): Attention Payoff Department, Loanservicing@Capitalforchange.org

Fax: Attention Payoff Department, 860-920-2041

Mail -address: C4C, Attention Payoff Department,
121 Tremont Street, Hartford CT 06105

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BORROWER AUTHORIZATION TO RELEASE LOAN INFORMATION

Authorization dated this _____ day of _____, 20_____

Borrower(s): _____

Lender: _____

C4C Loan No(s): _____

Property address: _____

I/We the undersigned hereby authorize you to release to (Third Party's Name):

or its agents and assigns any and all information that they may require about my loan. This authorization is a continuation authorization for said persons to receive information about my loan, including duplicates of any notices sent to me regarding my loan, including but not limited to subordination package, modification package, short sale package, payoff statement and lien release. You may reproduce this document to acquire reference from more than one source.

“Agents” shall include but are not limited to relatives, other lending institutions, all real estate brokers and their salespersons or assistants, title or escrow companies and their employees and attorneys and their employees.

Borrower signature Date signed: _____

Borrower signature Date signed: _____

Borrower signature Date signed: _____

Important: All borrowers must sign this form to avoid delay.