

## Request for Pay Off Quote

(please allow up to 5 business days for response)

Requestor: \_\_\_\_\_ Phone Ext: \_\_\_\_\_ Date Requested: [Click to enter date](#)  
Date Needed: [Click to enter date](#)

Project Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

Loan Number (s): \_\_\_\_\_

**Please describe the reason for this request? Please check one of the following boxes to help us prioritize the request.**

- Need rough numbers to work on a loan modification. I will request final numbers later once modification is approved by Director, Multi-Family Asset Management.
- Need outstanding P&I as of [Click to enter date](#) for modification of terms to existing loan (s)
- Need outstanding P&I for assumption of existing loan (s). Estimated closing date: [Click to enter date](#)
- Borrower is refinancing out of DHCD portfolio. Closing is scheduled for: [Click to enter date](#)
- DHCD is refinancing loan. Underwriter is \_\_\_\_\_ Phone Ext: \_\_\_\_\_  
Estimated closing date: [Click to enter date](#)
- Other, please state reason for request. Estimated Pay Off date: [Click to enter date](#)

**Additional comments:** Any additional information you can provide such as what the new terms of a loan might be, amount of prepayment if loan is assumed or refinanced or if changing surplus cash percentage.

***Please be sure pay-off dates are at least 30 days ahead of today's date to allow adequate time to calculate the amount and get a commitment letter to the borrower for execution.***

Please send this form to: [SASS\\_Inbox@maryland.gov](mailto:SASS_Inbox@maryland.gov) and

To : "Servicer"

ATTENTION "Servicer", please send your POQ back to the [SASS\\_Inbox@maryland.gov](mailto:SASS_Inbox@maryland.gov)

Please enter on the email subject line: **POQ request for L#{loan #} {Project Name}**