



Member driven.
Community focused.

Request for Payoff and/or Release of Mortgage/Retention Agreement

Affordable Housing Program (AHP) / Homebuyer Equity Leverage Partnership Program (HELP)

Provide information as instructed in Section A (below). Contact the Community Investment Department at ahp@fhlb.com or 800.362.2944 with questions.

SECTION A

Requesting Entity Name:

Entity Contact Name:

Contact Phone Number:

Email:

Borrower's Full Name(s):

Property Address:

City:

State:

ZIP:

Original Closing Date of AHP/HELP Grant:

Closing Date for Sale/Transfer/Refinance of Property*:

*If the closing date gets delayed beyond the date noted, please contact FHLB Dallas for an updated payoff amount.

Grant Amount:

FedEx Release to:
(please provide
physical address)

Name:

Address:

City:

State:

ZIP:

Complete Section B.

SECTION B

Is the time between the original closing date of the AHP/HELP grant at least 60 months prior to the current date or the closing date of the sale/transfer/refinance of the property?

If no, complete Section C.

If yes, skip Section C.

Borrower Name(s):



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SECTION C

Payoff is being requested due to:

If payoff is being requested as a result of a refinance, FHLBank is willing to subordinate. Would the lender allow FHLBank to subordinate?

Did the purchaser, transferee, or assignee provide documentation of their household income?

If yes, submit household income documentation with this form.

Has the property been foreclosed, has the title been transferred by deed-in-lieu of foreclosure, or an FHA first mortgage being assigned to HUD?

If yes, submit the documentation of foreclosure, deed-in-lieu, or assignment of FHA 1st mortgage to HUD.

Is the property being sold or transferred due to the death of the homeowner?

If yes, submit a copy of the death certificate or obituary.

Has the homeowner made any capital improvements to the property?

If yes, provide invoices, receipts, etc. to support the cost of the capital improvements.

SECTION C: REQUIRED DOCUMENTATION FOR A COMPLETE PAYOFF REQUEST

1. The final Closing Disclosure from the **original purchase** of the property
2. The draft Closing Disclosure for the **sale/transfer/assignment or refinance**
3. The **FHLB Dallas Recorded Deed Restriction** filed against the property (NOTE: please confirm that the deed is for the **Dallas** Federal Home Loan Bank, if not, please reach out to the applicable Federal Home Loan Bank). Please ensure that the recording information is evidenced.
4. Any **additional documentation noted in the Section C** questions above

Email this request form along with the above documentation to: ahp@fhlb.com

Allow ten business days for processing of a release.

****Payoff requests submitted without the required documentation will not be reviewed****