

**SoftSecond® Loan Program  
ONE Mortgage Program**



# Payoff Request Checklist

MHP's "Subsidy Mortgage" secures funds used to reduce the borrowers' SoftSecond or ONE Mortgage interest payments during the early years of homeownership. Upon sale or refinance, borrowers may repay MHP funds received. If refinancing, borrowers may also request a subordination (ask MHP for the Subordination Policy). The repayment terms are stated in full in the Subsidy Mortgage and Subsidy Note.

Please complete all applicable fields below. Missing or incomplete documents will delay processing.

Borrower Information:	Payoff Contact Information:
Borrower Name(s)	Payoff Contact Name
Property Address	Payoff Contact Company
Future Mailing Address (if applicable)	Payoff Contact Phone Number
Borrower Phone Number	Payoff Contact Email Address
Borrower Email Address	Payoff Contact Fax Number

**Transaction Type:**

- Sale     
  Refinance\* (check ALL that apply)
   
      Loan                     
   
      Credit Line
- Mortgages to be paid off:                     
 Title position of new financing:
   
 1<sup>st</sup>       2<sup>nd</sup>                     
  1<sup>st</sup>       2<sup>nd</sup>       3<sup>rd</sup>

\*Please provide copies of the **Form 1003 Loan Application** and **Commitment Letter** for new financing

**Transaction Details:**

Current Sale Price (from P&S; if applicable)	Current Appraised Value (if applicable)
Current First Mortgage Lender	Current Second Mortgage Lender (if applicable)
First Mortgage Payoff Amount	Second Mortgage Payoff Amount (if applicable)
Date of Final Scheduled Payment to First Mortgage	Date of Final Scheduled Payment to Second Mortgage (if applicable)
Total Payoff Amount of Other Non-MHP Mortgages (if applicable)	Anticipated Closing Date

**Subsidy Mortgage Recording Information (attach copy of recorded mortgage or complete below):**

County/District	Recording Date
Book Number (if Recorded Land)	Document Number (if Registered Land/Land Court)
Page Number (if Recorded Land)	Certificate Number (if Registered Land/Land Court)

Please return completed checklist with any applicable documents via email (preferred), fax, or mail:

Email:  
[onemortgage@mhp.net](mailto:onemortgage@mhp.net)

Fax:  
617-330-9111

Mail:  
Massachusetts Housing Partnership  
Attn: Homeownership Team  
160 Federal Street, 2<sup>nd</sup> Floor  
Boston, MA 02110

Phone:  
800-752-7131

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