

# AHP HOMEOWNERSHIP SET-ASIDE PROGRAM

## Payoff Requests



Payoff requests and foreclosure notices must be emailed to [postclosing@fhlbatl.com](mailto:postclosing@fhlbatl.com).

### Requests must be emailed to [postclosing@fhlbatl.com](mailto:postclosing@fhlbatl.com) and include the following:

1. Executed homeowner's authorization to release
  - **Note:** Redact any confidential information such as Social Security numbers or account numbers
2. Preliminary Closing Disclosure (CD) including payoff amount
  - The preliminary CD should include the first mortgage and any superior lien(s) payoff amount(s) as applicable
  - **Note:** Settlement statement(s) acceptable only on purchase cash transactions
3. Payoff mortgage statement(s) that include the principal and interest owed on any superior liens good through the anticipated closing. Required only if CD does not include payoff amount
4. Proof of capital improvements:
  - Homeowner to provide a written statement listing any capital improvements to the subject property along with the costs. Examples may include, but are not limited to: HVAC replacement, exterior painting, electrical upgrade, roof repair, windows, driveway/sidewalks, doors, etc.
  - Provide receipts, bank statements, and/or cancelled checks to evidence improvements were paid by the homeowner
5. Additional documentation may be requested at the discretion of the Bank

### READ - Important Notices:

- o The closing agent is responsible for collecting any fees associated with the recording of the release/satisfaction of the AHP lien on behalf of the homeowner
- o Please contact the lender that appears on the recorded AHP deed of trust/mortgage, or other security instrument for the following:
  - **Satisfactions/Lien Releases**
    - o The lender or closing agent is required to notify FHLBank Atlanta via email when a sale or refinance settles after the payoff quote is issued
    - o Liens that matured 5 years ago and satisfactions are required
  - **Subordination**
    - o Refinance transactions only  
(Homeowners have the option to request a re-subordination from the lender on record)

**FHLBank Atlanta is NOT a mortgage lender and does NOT service mortgage loans. Therefore, does NOT have the ability to release or satisfy AHP Deed of Trusts/Mortgages or any other Security Instruments.**