



SoftSecond[®] Loan Program

Payoff Request Checklist

The SoftSecond Loan Program “Subsidy Mortgage” secures funds used to subsidize the borrower’s Second Mortgage payments during the first ten-years of homeownership. Upon sale or refinance, the borrower is required to repay the amount of subsidy that has been applied to the Second Mortgage or request Subordination from MHP. (Ask MHP for the Subordination Policy and Checklist). Please see the Subsidy Mortgage and Subsidy Note for further information regarding the repayment obligation.

Please check one:

- Borrower is Selling Property**
- Borrower is Refinancing** (if refinancing, include a copy of the borrower’s current Commitment Letter and Form 1003 - Uniform Residential Loan Application)

Borrower Name	
Property Address	
Borrower’s Future Mailing Address	
Borrower Phone Number	
Payoff Contact Name	
Payoff Contact Company	
Payoff Contact Phone Number	
Payoff Contact Email Address	
Payoff Contact Fax Number	
Sales Price of Property (from P&S) \$	
If Refinancing, Appraised Value of Property \$	
Anticipated Sale or Refinance Date	
First Mortgage Lender	
First Mortgage Payoff Amount \$	
Second Mortgage Lender	
Second Mortgage Payoff Amount \$	
Date of last payment to the Second Mortgage	
Payoff Amount of other secured debt \$	
Attach copy of recorded MHP Subsidy Mortgage or complete information below	
County	
Date	
Book	
Page	
Certification Number (if Registered Land)	

Incomplete or incorrect forms will delay the invoice process. Additional documentation may be required.

Please return completed Payoff Request Checklist to MHP via fax or email.

Massachusetts Housing Partnership,
 160 Federal Street, 2nd Floor, Boston, MA 02110
 Phone: 800-752-7131
 Fax: 617-330-9111
 Email: Soft2nd@mhp.net