COVEY FINANCIAL

8626 Tesoro Drive, Suite 505, San Antonio, TX 78217 | 855-276-6300 | staff@coveyfin.com | NMLS #1775323

Borrower Payoff Statement Request

Complete all applicable fields and sign below. Incomplete requests may delay processing.

If a title company, closing agent, or attorney is requesting on your behalf, please use the ***Title/Escrow Company Payoff Statement Request*** form instead.

1. LOAN & BORROWER INFORMATION

Loan Number		**Date of Request**	
Primary Borrower		**Co-Borrower**	
Phone		**Email**	

2. PROPERTY INFORMATION

Property Address to be paid off *(Some accounts secure multiple properties – specify which one.)*

City		**State**		**ZIP**	

3. PAYOFF DETAILS

Reason for payoff (check one):

☐ Sale of property	☐ Refinance	☐ Home equity / HELOC
☐ Payoff from personal funds	☐ Loan assumption	☐ Other: _____

Desired Payoff (Good-Through) Date — date Covey Financial will receive funds	
Anticipated Closing / Funding Date (if a sale or refinance)	

Borrower forwarding address for any refund of escrow / credit balance *(Required if the property is being sold.)*

4. STATEMENT DELIVERY & TIMING

Deliver statement via: ☐ Email ☐ Fax Provide Email Address or Fax # _____

Select a delivery timing option:

☐ **Standard – $25** (delivered within 2–7 calendar days) ☐ **Rush – $75** (delivered within 2 calendar days)

5. CERTIFICATION & AUTHORIZATION

By signing below, I/we certify that I am/we are the borrower(s) on the loan identified above and that the information provided is true and correct. I/we authorize Covey Financial, LLC to release the requested payoff statement and related loan account information as directed above. I/we understand that providing false information may delay or prevent processing, and I/we agree to the delivery fee selected above.

Borrower Signature	Date
Borrower Printed Name	Title / Relationship (if applicable)
Co-Borrower Signature	Date
Co-Borrower Printed Name	Title / Relationship (if applicable)

Return completed form to **staff@coveyfin.com** or by fax to **(210) 618-0561** Questions? Call **855-276-6300**

Instructions for remitting payoff funds will be included with the payoff statement and may change based on account circumstances. Lien(s) will not be released until the account is paid in full and funds are confirmed.