

# Covey Financial

4515 San Pedro Ave.  
San Antonio TX 78212  
(210) 610-6250

## Title Company Payoff Request Form

Today's Date: \_\_\_\_\_

Borrower Name(s): \_\_\_\_\_

Loan Number: \_\_\_\_\_  
(if yes, we need copy of executed sales contract)

Is this a sale? \_\_\_\_\_

Address of Property You Would Like to Payoff (some accounts have multiple props):

\_\_\_\_\_

How Would You Like to Receive the Payoff Statement? Provide (Fax or Email):

\_\_\_\_\_

Requestor Name and/or company/position: \_\_\_\_\_

Reason you are authorized to receive payoff:

\_\_\_\_\_

(lienholders and other third parties must provide additional documentation)

Who will be submitting payoff payment? \_\_\_\_\_

Desired Payoff Date: \_\_\_\_\_ (date payment will be received by our office)

If active ACH exists, should it be discontinued? \_\_\_\_\_

Signature of Requestor: \_\_\_\_\_

**Return completed form: [STAFF@COVEYFIN.COM](mailto:STAFF@COVEYFIN.COM) OR BY FAX: (210) 737-3009**

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