

## Payoff Letter Request Form

Complete and send the form at [payoffs@quonticbank.com](mailto:payoffs@quonticbank.com) Please be aware, failure to fill any required information may delay or prevent the processing of your request. All requests are processed in the order in which they are received. Once received, the payoff letter will be sent within 72 hours. This form is valid with borrower's wet signature only. If you need assistance, please call at (833) -756-2671.

### Requestor Information

Date of Request:

Name (Last, First):  Firm:

Email address:  Phone:  Ext#

### Loan Information / Payoff Date

Name (Last, First):  Loan#:

Property Address:

Phone:  Email address:

Payoff Good through Date:

Mailing Address for Payoff Refund:

Is the info above valid for Mortgage Contact info update?  Yes  No

### Reason for Payoff

- Refinance with Quontic Bank       Refinance with another institution       Sold Home
- Other, please explain:

*\* The payoff date should be no more than 15 days from the date of this request.*

*\*If your loan is set to be transferred, we may adjust this date to the day before the transfer occurs.  
We will notify you of this when quote is sent.*

\_\_\_\_\_  
Borrower's Signature

Date