

HPD DIVISION OF HOMEOWNERSHIP
MORTGAGE SERVICE REQUEST FORM FOR
PARTNERSHIP NEW HOMES & NEHEMIAH PROGRAMS

Date of Request: _____
Month/Day/Year

Homeowner's Name: _____
Last Name, First Name

Homeowner's Telephone Number: _____
(Area code), Phone#

Homeowner's Address: _____
Street Address

City, State, Zip code

Tax Block & Lot #s: _____

HPD Program/Project Name: _____
(If Known)

Contact Name: _____

Contact Telephone: _____

Service Request

(Check box next to each requested service. Each selection must be accompanied by required documentation.)

- Subordination (Refinance your home)
- Rate & Term Only
 - Cash Out (New first mortgage exceeds subsidized purchase price of home)
- Assignment & Assumption With Subordination (Sell your home)
- Assignment & Assumption/Transfer of Ownership Without Sale(Transfer ownership of your home without sale)
- Pay-Off (Pay off City subsidy mortgage)
- Sale
 - Refinance
- Satisfaction (Removal of the City's lien)
- Other (Explain): _____

Comments: _____

Send To: Director, Mortgage Refinance & Homeowner Services
Attention: Intake Coordinator, Patricia Clemons
100 Gold Street, Room 9-M1
New York, NY 10038
Phone: 212-863-6404
Fax: 212-863-6165

Email: Intake Coordinator: clemonsp@hpd.nyc.gov Director: hb9@hpd.nyc.gov

FOR ADDITIONAL INFORMATION ON MORTGAGE REFINANCING, PLEASE CALL (212) 863-6095
PLEASE FOLLOW INSTRUCTIONS AND BE SURE TO PROVIDE ALL REQUESTED
DOCUMENTATION.