



**Department of  
Housing Preservation  
& Development**

**MORTGAGE CONFIRMATION REQUEST FORM**  
Complete 1 Form for each Mortgage

<b>Request Type:</b>	<b>Servicing Fee:</b>	<b>Processing Time*:</b>
<b>Mortgage Confirmation:</b> Seeking notice stating the loan balance over a specified period (principal, interest, fees etc.)	Not Applicable	5 Business Days
<i>*Processing Time begins upon submission of complete application along with required documentation. Timing may vary depending on the number of pending requests, completeness of submission, and responsiveness of borrower.</i>		

MORTGAGE INFORMATION	
HPD Program:	
Loan Number:	Original Loan Amount:
Loan Servicer:	
<input type="checkbox"/> HPD (Dept. of Housing Pres. & Dev.)	<input type="checkbox"/> CPC (Community Pres. Corp.)
<input type="checkbox"/> HDC (NYC Housing Dev. Corp.)	<input type="checkbox"/> Other _____
Construction Status:	
<input type="checkbox"/> Under Construction	<input type="checkbox"/> Unknown
<input type="checkbox"/> Converted to Permanent Financing	<input type="checkbox"/> Construction Completed

PROPERTY INFORMATION**	
Project/Development Name:	
Street Address:	Borough/Block/Lot:

*\*\*Please list all addresses associated with the mortgage. If additional space is needed, please attach table in similar form to request.*

BORROWER INFORMATION	
Name(s):	
EIN:	
Street Address:	
City, State, Zip:	
Phone:	Email:

CONTACT INFORMATION (If Different from Above)	
Name(s):	
Company:	
Relationship to Borrower:	
Street Address:	
City, State, Zip:	
Phone:	Email:

SUPPORTING DOCUMENTS
<input type="checkbox"/> HPD Mortgage Note (if available) <input type="checkbox"/> HPD Enforcement Mortgage (if available) <input type="checkbox"/> Other _____

**SEND TO:**

[mtgeconfirmations@hpd.nyc.gov](mailto:mtgeconfirmations@hpd.nyc.gov)

NYC Department of Housing Preservation and Development  
100 Gold Street, Room 8D-06  
New York, NY 10038  
Attention: Mortgage Services