

LOAN SERVICING DIRECTIONS
COUNTY OF RIVERSIDE
AFFORDABLE HOUSING PROGRAMS

For the payoff demand request the following items are needed. Please select your loan type and follow the appropriate needs list. For questions beyond these basics (including subordination applications), please phone or email Susan Guarino / 951-955-4861 / sguarino@rivco.org or Juan Garcia/ jugarcia@rivco.org

For loans funded by the former Redevelopment Agency for the County of Riverside or the Housing Successor Agency to the former Redevelopment Agency for the County of Riverside (RDA/HASA):

- **Payoff Demand Request**
 - Request must be on the escrow letterhead with the client's name, address, and other information for the request.
- **Authorization**
 - Need a copy of the authorization on escrow letterhead, signed by the homeowner authorizing the release of information to escrow.
- **Intent Statement:**
 - Need a copy of the Purchase Sales Agreement if the homeowner is selling the home. If this a refinance, just include this information in written request document above.
- **RDA payoff check**
 - Payable to "County of Riverside Housing Authority" for the amount of \$30.00.

For loans with an Equity Share component:

- **Payoff Demand Request**
 - Request must be on the escrow letterhead with the client's name, address, and other information for the request.
- **Authorization**
 - Need a copy of the authorization on escrow letterhead, signed by the homeowner authorizing the release of information to escrow.
- **Intent Statement**
 - Need a copy of the Purchase Sales Agreement if the homeowner is selling the home. If this a refinance, just include this information in written request document above.
- **Estimated Settlement Statement from Escrow**
- **Lender Appraisal or AVM**

For all other loan types:

- **Payoff Demand Request**
 - Request must be on the escrow letterhead with the client's name, address, and other information for the request.
- **Authorization**
 - Need a copy of the authorization on escrow letterhead, signed by the homeowner authorizing the release of information to escrow.
- **Intent statement**
 - A. Need a copy of the Purchase Sales Agreement if the homeowner is selling the home. If this a refinance, just include this information in written request document above.