

REQUEST FOR A PAYOFF STATEMENT – FOLLOW UP



Request Date: _____

This written request is a follow up to a payoff statement request we made on _____, 20____ either through your website or phone system. This is not a second payoff statement request. Under Section 708.15(3)(g) of the Wisconsin Statutes, a secured creditor must provide upon request one payoff statement without charge during any 2-month period.

Secured Creditor:		Loan Number:	
Secured Creditor contact information:			
Name of Borrower:			
Property:			
Title Company contact information:	Fax:	Title File No.:	

We are authorized agents for the Borrower and are hereby requesting a payoff statement for the above-referenced loan secured by a mortgage against the Property. Please send the payoff statement to closing department at the office shown above to pay off the loan **in full** as of _____, 20___. Please include a per diem amount in the payoff statement.

IF THIS IS AN EQUITY LINE OF CREDIT OR ANY LOAN THAT PERMITS ADVANCES, PLEASE FREEZE THE LINE/LOAN UPON ISSUANCE OF YOUR PAYOFF STATEMENT. PLEASE CONTACT US IMMEDIATELY IF THERE ARE ANY INCREASES TO THE LINE OR ANY ADVANCES MADE AFTER YOUR ISSUANCE OF THE PAYOFF STATEMENT.

Pursuant to Wisconsin law, we will rely upon your written payoff statement to establish the amount necessary to pay the loan in full, and as your commitment to deliver a full release and satisfaction of the mortgage. Further, if the Property is residential real property (defined as real property used primarily for personal, family or household purposes and is improved by one to four dwelling units) and if you do not submit for recording a Satisfaction of the mortgage against the Property within 30 days after the date on which you receive full payment or performance of the secured obligation, then we may record an “Affidavit of Satisfaction” with the Register of Deeds Office for the Property, which affidavit will give public notice of the satisfaction of the mortgage against the Property and will satisfy the mortgage against the Property (see Section 708.15, Wis. Stats.). Please contact us with questions about the same.