

Date:

Re: Escrow No.:  
Loan No.:  
Your Borrower:

An escrow has been opened in this office by: \_\_\_\_\_

which includes the payment of a note secured by a deed of trust on real property described as:

You are requested to fill in and sign the Payoff Demand Statement below and return this document, **together with the following documents:**

1. Original Promissory Note in the original amount of \$\_\_\_\_\_.
2. Original Deed of Trust recorded on \_\_\_\_\_ as Instrument No. \_\_\_\_\_, Official Records of \_\_\_\_\_ County, California.
3. Request for Full Reconveyance signed by all owners of the Note (this is usually printed on the reverse of the deed of trust.)
4. Any other papers you hold in connection with the loan.

Sincerely,

\_\_\_\_\_  
Escrow Officer

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**Payoff Demand Statement**

To: [Escrow Holder]

You are authorized to use the above-described documents when you hold for the account of the parties executing the Request for Reconveyance the amounts set forth below. Unless otherwise instructed you are to make disbursement by your check and mail it to the address given below.

Remaining principal balance of \$\_\_\_\_\_, plus interest from \_\_\_\_\_ to the date of issuance of your check at the rate of \_\_\_\_\_ percent per annum.

In addition, you are to collect a reconveyance fee of \$45.00 to be paid to the trustee under the deed of trust and a recording fee of \$\_\_\_\_\_ to be paid to the County Recorder.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Address, City and Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_