

SINGLE-FAMILY LOAN SERVICING

RELEASE OF LIEN REQUEST



Complete and submit the form to hcddloanservicing@houstontx.gov. If you need assistance, contact our team at (832) 394.6140. Please be aware, failure to submit all required materials may delay or prevent the processing of your request. All requests are processed in the order in which they are received.

Requestor Information			
Date of Request		Are you ordering the Release of Lien for:	Self Client
Requestor's Name		Firm	
Email address		Phone	

Homeowner's Information and Property Information			
Homeowner(s) Name			
Property Address			
Phone Number	Email	Year lien filed	

Reason for the Request		
Check one or more of the following:		
Satisfaction of lien (Maturity date has been met)	Death of homeowner(s)	Other:

Required Documents		
The request will not be accepted until all applicable documents are received. HCDD reserves the right to request additional supporting documentation.		
Government Issued ID	2nd Lien Deed of Trust (optional)	Authorization

Delivery Options	
The Requestor is responsible for recording of the original Release of Lien. Please indicate and submit one of the following (check one):	
Overnight Delivery (a pre-printed FedEx or UPS airbill/label)	Other: