

**HPD DIVISION OF HOUSING PRODUCTION**  
**LOAN SERVICE REQUEST FORM FOR**  
**DOWN PAYMENT ASSISTANCE PROGRAMS**

Date of Request: \_\_\_\_\_  
Month/Day/Year

Homeowner's Name: \_\_\_\_\_  
Last Name, First Name

Homeowner's Telephone Number: \_\_\_\_\_  
(Area code), Phone#

Homeowner's Address: \_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip code

Tax Block & Lot #s: \_\_\_\_\_

HPD Program: \_\_\_\_\_  
HOMEFIRST

Contact Name: \_\_\_\_\_

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

**Service Request**

(Check Box)

- Subordination (Refinance your home)  
 Refinance for Rate & Term Only

- Pay-Off  
 Refinance for Cash Out  
 Transfer of Ownership with Sale of home  
 Transfer Ownership of home Without Sale  
 Pay off HPD loan

Removal of the City's lien/Issue UCC-3

Other (Explain): \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Send to: Down Payment Assistance Unit  
Attention: Tameka Spencer, Director  
100 Gold Street, Room 9-K6  
New York, New York 10038  
Phone: 212-863-6477  
Fax: 212-863-8055  
Email: Director: [spencert@hpd.nyc.gov](mailto:spencert@hpd.nyc.gov)

Please follow instructions and be sure to provide all requested documentation.