

MAYOR'S OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT
CITY AND COUNTY OF SAN FRANCISCO

RELEASE OF LIEN REQUEST FORM

A lien is a legal claim against property as security for payment of a loan. A release of lien will remove the property as security for repayment of a loan. As a lienholder on your property, the City and County of San Francisco (the "City") holds a security interest in the property. The lien remains active on the property until you (as the borrower) have fully repaid the loan or completely satisfied the obligations under the loan. **This form only applies to certain loan programs that are eligible for forgiveness of the loan under the City loan documents.**

This form will explain the release requirements and assist you in completing the necessary documents required by the City to determine satisfaction of your loan obligations. It will also describe the steps you can expect in the release process.

Complete the following property and homeowner(s) information	
Property Address:	
Date of Purchase:	
Date of City Note:	
What type of loan are you requesting a release for?	
<input type="checkbox"/> City 2 nd Loan <input type="checkbox"/> Teacher Next Door (TND) <input type="checkbox"/> Police in the Community (PIC)	
Name(s) of Homeowner(s):	
Mailing Address (if different from above):	
Phone Number(s):	Email:
Complete the third party information if applicable	
Name of third party:	
Relationship to homeowner (if applicable):	
Company (if applicable):	
Address:	
Phone Number(s):	Email:

What requirements must be met for my release request to be approved?

1. (a) The City loan must have matured for the full loan term when submitting a request for loan release, and the maturity date of loan term is calculated from the date of execution of the City Note; and (b) the owner must satisfy the occupancy and all applicable compliance requirements during the entire compliance period specified in the City loan documents.
2. The City loan must be paid back in full upon a sale, rental, or transfer of the property or any interest in the property (Please refer to the City loan documents for full details on "Sale/Rental/Title Transfer" provisions).
3. For **Teacher Next Door** loans, borrowers must demonstrate their continued employment of the San Francisco Unified School District (SFUSD) during the entire term; for **Police in the Community** loans, borrowers must demonstrate their continued employment of the San Francisco Police Department (SFPD) during the entire term.

What documents are required from me?

- Completed Release of Lien Request Form (this form)
- Notarized copy of Owner Occupant Affidavit (enclosed)
- Copy of City Note and Deed of Trust

- Copy of Driver's License or California ID for all borrower(s)
- 2 consecutive Utility Bills dated within the last 60 days
- Copy of most recent Federal Income Tax Return with all schedules (only for City 2nd loans)
- Copy of borrower's paystub dated within the last 30 days (only for TND or PIC loans)

If applicable, include additional item(s) below

- A written authorization from borrower(s) (if requested by a third party)
- Copy of Trust Agreement with all pages (if the property title is held in a trust)
- Copy of Marriage Certificate (if spouse was added to title)
- Copy of Divorce Decree or Legal Separation Agreement (if ex-spouse was removed from title)

For any submission, MOHCD reserves the right to request additional documentation as deemed appropriate.

What to expect?

1. Requests will not be processed until all required items are received. Processing time begins upon submission of all documents required for a request. Please allow sixty to ninety (60-90) business days for processing a complete request. Failure to submit all required supporting documents may delay or prevent the processing of your request.
2. Upon verification of borrower's compliance with the terms and conditions of the loan, the City will prepare and record a reconveyance document to release the loan from the property.
3. If the property fails to satisfy the compliance period, the City may, at its sole discretion, by written notice to the borrower, proceed with demand of repayment of the loan.
4. Certain restrictions may still apply after the City loan is paid off or released. For example, the "Grant of Right of First Refusal" requirement will remain on City 2nd properties after the City loan release. Please refer to specific City Loan Programs for details.

Note: reaching the end of loan term does not mean that you have fulfilled all your loan obligations. A loan release will only be granted on the condition that all other requirements in the City loan documents have been met.

HOW TO CONTACT US OR SUBMIT A REQUEST



Phone:
415-701-5500



Fax:
628-652-5824



Regular mail:
Mayor's Office of Housing & Community Development
1 South Van Ness Avenue, 5th Floor
San Francisco, CA 94103
Attn: Loan Servicing

Owner Occupant Affidavit

You are required to complete this Owner Occupant Affidavit form as part of the city loan release requirements.

_____ being duly sworn deposes and state(s) the following under penalties of perjury:
Name(s) of Homeowner(s)

- 1) I/We am (are) the owner(s) of the property located at _____.
(Street, city, state and zip code)
- 2) That as of _____ (the date of property purchase) hereunder no interest in the above-described property has been sold, conveyed or transferred.
- 3) That I/We remain on title to the property and that no names has been changed or deleted from the title since the purchase of the above-described property.
- 4) That I/We am (are) currently residing and have been continuously residing as owner-occupant(s) at the above-described property.
- 5) That I/We am (are) not leasing and have not been leasing any part of the above-described property (including long term rentals, short term rentals, and roommates/sublets) without the consent of MOHCD.
- 6) I/We make this affidavit as an inducement to the City and County of San Francisco to forbear from exercising any enforcement remedies against me/us under the owner occupancy provisions of the loan documents, regulatory provisions or the City loan program requirements governing the property.

Homeowner Signature: _____

Homeowner Signature: _____

Date: _____

Date: _____

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of _____

Subscribed and sworn to (or affirmed) before me on this _____ day of _____, 20____, by _____, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature _____ (Seal)