



**SERVING** COLORADO | KANSAS | NEBRASKA | OKLAHOMA

Affordable Housing Program (AHP) / Homeownership Set-Aside Program (HSP)

Request for Repayment Quote, Subordination or Release

**FULLY Complete Each Section in Order**

**Requesting Company Name:**

**Contact Name:**

**Contact Phone Number or Email Address:**

**Mailing Address:**

**(For Release or Subordination. Add contact name if different from Requesting Company Contact Name.)**

**Homeowner Name:**

**Property Address:**

**Closing Date for CURRENT transaction:**

**Sale price/Amount being refinanced:**

**Reason for Request (check one):**

**Sale** (Submit the draft or final closing document for the current transaction. If the homeowner made any capital improvements to the property provide invoices and receipts to support the cost of the improvements. Provide a brief description of the improvements.)

**Death of the Homeowner** (Property is being sold or transferred due to the death of a homeowner. Provide the Death Certificate or obituary.)

**Sale to Income Qualified Homeowner** (The purchaser, transferee, or assignee will provide documentation of household income. Submit Household income documentation.)

**Foreclosure** (The title has been transferred by foreclosure, deed-in-lieu of foreclosure, or an FHA first mortgage has been assigned to HUD. Submit the foreclosure, deed-in-lieu, or assignment documentation.)

**Refinance** (Submit the draft or final closing document for the current transaction.)

**Cash-Out Refinance/HELOC - Subordination Not Allowed** (Submit the draft or final Closing document for the current transaction.)

**Other (Provide a brief description of the current transaction in the box below)**

**Submit recorded Retention Document or Title Commitment with this request to:**

Email Request through secure email:  
(ProofPoint, located on our website)  
to:  
[Housingpayoffrelease@fhlbtopeka.com](mailto:Housingpayoffrelease@fhlbtopeka.com)

If sent via regular mail:  
FHLBank Topeka  
Attn: Housing and Community Development  
P.O. Box 176  
Topeka, KS 66601-0176

The Requesting Company will be notified of any amount due, upon receipt of the repayment a release will be processed. If no amount is due the executed Release or Subordination Agreement will be placed in the mail.

**The Requesting Company is responsible for collecting the recording fee from the homeowner.**

**Upon receipt of the recorded document from the County, please email a copy, or return in the enclosed self-addressed stamped envelope to complete the transaction.**