

**OFFICE OF DAVID G. PEAKE
CHAPTER 13 STANDING TRUSTEE
9660 HILLCROFT, SUITE 430
HOUSTON, TEXAS 77096
TELEPHONE (713) 283-5400
FACSIMILE (713) 852-9084**

PAYOFF REQUEST:

DEBTOR (S) NAME: _____
CASE NO. _____

NAME, ADDRESS, TELEPHONE NUMBER AND FAX NUMBER OF PERSON OR ENTITY TO WHOM THE PAYOFF INFORMATION SHOULD BE RETURNED:

(CHECK ONE) MAIL TO: _____

FAX TO: _____

—PLEASE ALSO PROVIDE A PAYMENT HISTORY

PLEASE SEND ALL PAYOFF REQUESTS TO THE ABOVE ADDRESS TO THE ATTENTION OF:

MICHAEL JOHNSON EXT 113

NO INFORMATION CAN BE PROVIDED TO A MORTGAGE REFINANCE COMPANY OR ANY THIRD PARTY WITHOUT A SIGNED RELEASE FROM THE DEBTOR (S).

PLEASE BE ADVISED OF THE FOLLOWING INFORMATION REGARDING THE PAYOFF FIGURE YOU WILL RECEIVE:

1. This is an *estimated figure* which is subject to change pending a full case review and reconciliation based on the claims filed and any proposed revisions to the plan.
2. The Trustee and his staff do not represent the debtor (s) and cannot give legal advice or information regarding validity of liens or mortgage balances. The Trustee's office will make no representations as to whether the debtor was late with any plan payment, but will provide a print-out of the payment history, if requested.
3. Payoffs requests will be worked up by Friday each week. Please have your completed payoff request form together with a signed authorization faxed to Michael Johnson's attention no later than 4:00 p.m. on Tuesday of each week with the exception of the last week of each month. **Payoffs requests will not be worked up during the last week of each month as our office will be preparing for disbursement.**
4. The Trustee does not provide letters of approval of any new loan. The Debtor (s) must apply to the bankruptcy court for an Order granting approval for the Debtor (s) to incur new debt during pendency of his/her bankruptcy proceeding. If a letter of approval is required by any mortgage refinance or title company the Debtor (s) must contact his/her attorney for legal advice regarding the legal remedies necessary.