



Payoff Worksheet: Multifamily Loans

Updated April 2024

Complete and submit a payoff worksheet at least 30 days prior to the anticipated payoff date. Include a completed [Request for Action \(RFA\) form](#).

For more information, visit Minnesota Housing's [RFA and Change Notifications webpage](#).

Submit completed forms by:

- Email: rfa.mhfa@state.mn.us
- Mail: Minnesota Housing
Attn: RFA Team
400 Wabasha St. N., Suite 400
St. Paul, MN 55102

Property Description

Details	Response
Property Name	
Minnesota Housing Development #	D
Property Address	
City	

General Payoff Information

Anticipated payoff date:

Requesting per diem?

Yes

No

Transaction Type

Sale - Complete New Management Company and New Property Owner sections

Refinance - Complete New Mortgage Lender section

Other

List contact information where the original **paid in full** mortgage note should be sent.

Name	
Street Address	
City, State, ZIP Code	

List contact information for the **title company** where satisfaction(s), termination(s), and other documents for recording should be sent.

Name	
Street Address	
City, State, ZIP Code	

List Minnesota Housing loans to be paid off.

Loan Type	Balance

New Management Company

Contact Information	Response
Management Company Name	
Street Address	
City, State, ZIP Code	
Contact Name	
Contact Phone Number	
Contact Email Address	

New Property Owner

Contact Information	Response
Owner Entity Name	
Street Address	
City, State, ZIP Code	
Contact Name	
Contact Phone Number	
Contact Email Address	

New Mortgage Lender

Loan Information	Response
Lender Name	
Loan Amount	
Loan Term (years)	
Amortized Term (years)	
Interest Rate	

Signature

Ownership Entity Name or Owner

Signature

Printed Authorized Signatory

Title of Authorized Signatory

Date