

# PAYOFF REQUEST - PORTNOFF LAW ASSOCIATES, LTD.

P.O. Box 390  
Norristown, Pennsylvania 19404  
Email: [payoffs@portnoffonline.com](mailto:payoffs@portnoffonline.com)

Phone: (484) 690-9300  
Fax: (484) 690-9305  
Date:

## Instructions:

1. Complete this form and email to [payoffs@portnoffonline.com](mailto:payoffs@portnoffonline.com) or fax to (484) 690-9305.
2. Detach the bottom section and mail it with your payment to the P.O Box below.

★ = **REQUIRED FIELD**

This form may be photocopied. No cover sheet is necessary.

A SENDER'S INFORMATION			
★	Your name:		
★	Company name:		
★	Address:		
★	City:	State:	Zip:
★	Phone #:		
★	Fax #:		
	Email Address:		
B SETTLEMENT INFORMATION			
★	Owner(s) name(s):		
★	Property Address:		
★	City:	State:	Zip:
★	Settlement Date:	Your file number:	
★	Property ID/Parcel #:		
	Tax Account # (if applicable):		

Turnaround time is normally 3 to 5 business days.

*✂ Cut here and mail bottom portion ✂*

C PAYMENT: PAYOFF REQUEST			
★	Company Name:	Date:	
★	Phone #:		
★	Property ID/Parcel #:		
	Check #:		
	<input type="checkbox"/> \$25.00 fee enclosed		
	Please make check payable and mail to:		
	<b>PORTNOFF LAW ASSOCIATES, LTD.</b> Post Office Box 390 Norristown, Pennsylvania 19404		
	Phone: (484) 690-9300	Fax: (484) 690-9305	Email: <a href="mailto:payoffs@portnoffonline.com">payoffs@portnoffonline.com</a>