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transfers@fairhopesingletax.com

REQUEST FOR REFINANCE STATEMENT

****Revised!****

STEP ONE:

If you are refinancing an FSTC property, your lender or closing agent will need to request the current Rent Information for your refinance closing. Please complete Step One: this Request Form and email to transfers@fairhopesingletax.com.

***Please NOTE, if a person(s) is being ADDED or DELETED from the property as part of your Refinance, that is a TRANSFER and you must follow the FSTC transfer procedures to receive a NEW LEASE and NEW BILL OF SALE!! You CANNOT use this form. Call with questions!!*

***A copy of the Lessee(s)' Certification/Authorization to Release Information must be attached to your request.*

Person Making the Request: _____
[Name, phone number, and email address]

Closing Date and Location: _____

Lessee(s)' Name(s): _____

Address of the Property: _____

Parcel Number of the Property: _____

Present Mortgage Company: _____

STEP TWO:

*Once FSTC has received your request (Step One), FSTC will provide a Refinance Statement to the person making the request, along with an FSTC New Mortgage Form requesting the Lessee(s)' new mortgage information. *****Allow five business days to receive the current Rent Information from FSTC.******

STEP THREE:

Once the refinance closing has been completed (Step Two), it is the Closing Agent's responsibility to return to FSTC the completed New Mortgage Form.

*****Call Fairhope Single Tax Corporation with any questions!*****