

Instructions for filling out External Payoff Demand Requests

To order a Payoff Demand Request, you will need to have the borrower fill out and sign a Payoff Request Authorization Form. For your convenience, I've attached a form you can use to this email.

Go to: <https://deltoro.centurionservicing.com/Account/VerifyExternal>



Enter Info from
Authorization Form

LOAN INFORMATION

Loan Number (As many digits as you remember, in consecutive order)

Borrower SSN/TIN (Last 4 Digits)

Primary Property Zip (5 Digits)

* For non real estate loans, please use mailing address information for verification.
You will be required to upload:

- Borrower Authorization form
- Recorded Deed of Trust



Request Information

Demand Fees Standard Priority are charged \$30.00. These are prepared and forwarded for lender's approval within 5 business days. Once approved, the demand is automatically routed to the requester via DocuSign.

Rush Priority are charged an additional \$75.00 (Total of \$105.00). These are prepared and forwarded for lender's approval within 2 business days. Once approved, the demand is automatically routed to the requester via DocuSign.

A **Short Payoff** Request will incur an additional \$50.00 administrative fee to be charged to the account.

<p>Request Type* <input type="text"/></p> <p>Priority Type* <input type="text"/></p> <p>Demand Type* <input type="text"/></p> <p>Deed of Trust Recording Date * <input type="text"/></p> <p>Deed of Trust Recording Number * <input type="text"/></p>	<p>Reason for request* <input type="text" value="Sale"/></p> <p>Estimated Close of Escrow* <input type="text"/></p> <p>Additional Instructions or Comments <input style="height: 40px;" type="text"/></p>
---	---

Loan Information

Loan #*	<input type="text" value="F2008189-2"/>	Borrower's City	<input type="text" value="San Diego"/>
Borrower Name	<input type="text" value="R&R California Properties, LLC, Buyou Properties, LLC"/>	Borrower's State	<input type="text" value="California"/>
Subject Property Address	<input type="text" value="6437 Decature Street"/>	Borrower's Zip Code	<input type="text" value="92120"/>

Requestor

First Name*	<input type="text"/>	City*	<input type="text"/>
Last Name*	<input type="text"/>	State*	<input type="text"/>
Company*	<input type="text"/>	Zip Code*	<input type="text"/>
Address*	<input type="text"/>	Phone*	<input type="text"/>
		Email*	<input type="text"/>

File Attachment

Upload Borrower Authorization Form	<input type="text"/>
Upload Recorded Deed of Trust	<input type="text"/>

Submit Request

Select Request Type: New Request

Select Priority Type: (Standard 5 business days \$30, 2 business days \$105)

Select Demand Type: Fully Payoff, Partial, Short

Deed of Trust Recording Date and Number, as provided in the attachment to the email.

Select Reason request: Sale, Refinance, Other

Estimated Close of Escrow: Enter Closing Date

The Loan Information section should already be filled out.

In the Requestor section, fill out the Requestor Information.

Upload the Authorization form and Deed of Trust in the File attachment section.

Click on Submit Request

Please let Monica Johnston know if you have any problems making the request with Del Toro Loan Servicing. (760) 753-1393 or mjohnston@fidelispf.com