

Virgin Islands Housing Finance Authority

REQUEST FOR DOCUMENTS/SERVICE

TODAY'S DATE _____

REQUEST IS HEREBY MADE FOR THE FOLLOWING DOCUMENT(S) / SERVICE:

PHOTOCOPIES

- AMORTIZATION SCHEDULE
- DEED
- MORTGAGE
- DECLARATION
- SUBDIVISION MAP
- OTHER _____

DOCUMENTS

- EASEMENTS
- PAYOFF LETTER
- QUIT CLAIM DEED
- REVISION TO DEED
- RESEARCH OF VIHFA RECORDS
- SUBORDINATION OF MORTGAGE

SERVICES

- HOMEBUYER EDUCATION PROGRAM
- COUNSELING
- OTHER _____

ADDRESS/PARCEL NO. _____

OWNER'S NAME _____ OWNER'S SIGNATURE _____

(NAME PROPERTY IS REGISTERED IN)

DATE DOCUMENT IS NEEDED: _____ PHONE NO: _____

FOR VIHFA USE ONLY

APPLICATION ACCEPTED BY: _____ COST FOR REQUESTED DOCUMENT(S) / SERVICE _____

AMT. OF PAYMENT RECEIVED _____ RECEIPT NUMBER _____

DOCUMENT(S) COMPLETED ON: _____ CLIENT CONTACTED ON/BY _____

DOCUMENT(S) PICKED-UP ON: _____ DOCUMENT(S) PICKED-UP BY: _____

(SIGNATURE OF PERSON)