

**Wayne Godare**  
Chapter 13 Bankruptcy Trustee  
District of Oregon - Portland  
1300 SW 5th Ave - Suite 1700  
Portland, OR 97201  
(503) 972-6300  
FAX (503) 972-6313  
Email address: postcon@portland13.com

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**IMMINENT ESCROW PAYOFF REQUEST CHECKLIST**  
**ONLY COMPLETE IF YOU ARE REQUESTING AN ESCROW PAYOFF**

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PLEASE NOTE THAT THE TRUSTEE WILL NOT PROVIDE YOU WITH AN ESTIMATED PAYOFF UNTIL THIS FORM IS PROPERLY FILLED OUT. PLEASE ALLOW AT LEAST 14 DAYS TO REVIEW AND/OR RESPOND TO YOUR ESCROW REQUEST. THANK YOU FOR YOUR COOPERATION!

Respond To:

Date of Request:

Email or Fax#:

Debtor(s) Name:

Case #:

**I. Type of Escrow Transaction:**

- Purchase
- Refinance
- Sale
- Other: (Please explain):

**II. Scheduled date of Closing:**

**III. Documents required in order to consider approving the proposed escrow transaction:**

If this is a **PURCHASE**, the Trustee will require the following documents in order to approve and/or provide a final payoff demand:

- Estimated Closing Statement

If this is a **REFINANCE**, the Trustee will require the following documents in order to approve and/or provide a final payoff demand:

- Preliminary Title Report
- Estimated Closing Statement

If this is a **SALE**, the Trustee will require the following documents in order to approve and/or provide a final payoff demand:

- Preliminary Title Report
- Estimated Closing Statement

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*--Continued on next page. Both pages must be properly filled out in order for the Trustee to process your request--*

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Chapter 13 Bankruptcy Trustee

**IV. Documents Requested by Lender and/or Broker**

Please access the case information website ([www.trustee13.com](http://www.trustee13.com)) to provide the lender and/or broker with the necessary payment history and claims record to determine if the Debtor(s) qualify for the proposed escrow transaction prior to submitting a payoff request from the Trustee. Please note that the information provided on the website is one business day behind. If you do not have access to our website, please complete and submit a web access agreement, which can be downloaded at [www.portland13.com/contact.htm](http://www.portland13.com/contact.htm).

**V. Obtaining Trustee Approval and/or Final Payoff Demand**

Once you obtain information confirming that the Debtor(s) have been pre-qualified for the proposed escrow transaction, please forward the requested documents (listed above) along with your payoff request. The Trustee will then review all documents as well as the Debtor(s) file to provide you with an **APPROVAL** and **FINAL PAYOFF DEMAND**. Please indicate below which documents you are enclosing for the Trustee's review:

- Preliminary Title Report
- Estimated Closing Statement
- Other: (Please Explain):

**VI. Attorney Fees:**

Please complete this portion if you anticipate filing final fees in this case. The Trustee will include the figure listed in this checklist in the payoff estimate as to avoid delays in the final audit/discharge process.

Please include \$  in the Trustee's estimated payoff for anticipated final attorney fees. This figure is only an estimate and is subject to the final fee application.

**PLEASE ALLOW AT LEAST 14 DAYS TO REVIEW AND/OR RESPOND TO YOUR ESCROW REQUEST. THANK YOU FOR YOUR COOPERATION!**

Sincerely,

Wayne Godare, Chapter 13 Trustee