



MTC Number (if known): _____

Borrower Name: _____

Co-Borrower Name: _____

Property Address: _____

City, State, Zip: _____

Telephone Number: _____

Email Address: _____

Make sure to have the following items when sending the request:

- ☐ Copy of original certificate or reissued certificate
- ☐ Copy of new note
- ☐ Copy of original note
- ☐ Copy of most recent year's federal tax return
- ☐ Copy of new Closing Disclosure
- ☐ Copy of your payoff from US Bank (Only if you received Down Payment Assistance from the Ohio Housing Finance Agency)
- ☐ Current email address and telephone number
- ☐ \$55 reissuance fee. No personal checks will be accepted. Payments can either be made via **cashier check** or **money order**. Please be sure your name is listed on the cashier check or money order. Please make made payable to Ohio Housing Finance Agency

The documents can be sent to our office at the address below along with the fee or they can be emailed to MTCRequests@ohiohome.org with the fee submitted separately to the address below.

Ohio Housing Finance Agency
Attn: Homeownership Dept.
2600 Corporate Exchange Drive
Suite 300
Columbus, Ohio 43231