

## Payment Change Request Form

To: \_\_\_\_\_ VIA:  Fax  E-mail  Mail

Mortgage Number \_\_\_\_\_

Property Address \_\_\_\_\_

### Current Payment Frequency

- Monthly: Day of the month \_\_\_\_\_
- Semi-monthly: Every 1st and 15th of the month
- Biweekly: Day of the week \_\_\_\_\_ Last payment received \_\_\_\_\_

### Payment Date Change

- Please change my payment date to the \_\_\_\_\_ of the month. (between 1st and 27th only)
- Payment date change, I acknowledge that a \$95.00 fee will apply. Please select one of the following:
- \$95.00 will be sent with form  Please add the \$95.00 fee to my mortgage

### New Payment Frequency

- Payment frequency change, I acknowledge that a \$95.00 fee will apply. Please select one of the following:
- \$95.00 will be sent with form  Please add the \$95.00 fee to my mortgage
- Monthly: Day of the month \_\_\_\_\_ (between 1st and 27th only),  
starting the month of \_\_\_\_\_
- Biweekly: Day of the week \_\_\_\_\_ (i.e., Mon., Tues., etc.),  
with first payment being extracted on: Day of the month \_\_\_\_\_ (i.e., 1st, 2nd, 3rd, etc.)
- Accelerated Biweekly: Day of the week \_\_\_\_\_ (i.e., Mon., Tues., etc.),  
with first payment being extracted on: Day of the month \_\_\_\_\_ (i.e., 1st, 2nd, 3rd, etc.)

I/We request that the following changes be made on my mortgage account with Home Trust Company. **I understand that there may be an Interest Adjustment amount due.** Subject to the mortgage being current/up-to-date, please modify certain mortgage provisions as follows:

The Interest Adjustment amount, which is due and payable upon completion of the change is \$\_\_\_\_\_. I/We acknowledge that all terms and conditions of the mortgage remain unchanged and are valid and effective except as modified above and that **changes will not be in effect until this request has been agreed to by Home Trust Company.** I/We am/are aware, that due to this request, the **maturity date** will change accordingly to reflect the aforementioned changes. I/We acknowledge receipt of and concur with the information statement enclosed.

**COMPLETE THE FORM BELOW AND RETURN TO HOME TRUST COMPANY. Please follow up with your mortgage administrator once the form is sent as it is your responsibility to ensure that it was received.**

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature\_\_\_\_\_  
Signature\_\_\_\_\_  
Name of Borrower (Print)\_\_\_\_\_  
Name of Borrower (Print)\_\_\_\_\_  
Contact Phone Number\_\_\_\_\_  
Contact Phone Number