

**CITY OF ATLANTA**  
**DEPARTMENT OF FINANCE – OFFICE OF REVENUE**  
 55 TRINITY AVENUE SW, SUITE 1350  
 ATLANTA, GA 30303  
 OFFICE: (404) 330-6270  
 FAX: (404) 225-5716  
[closingpayoffbox@atlantaga.gov](mailto:closingpayoffbox@atlantaga.gov)

**PAY-OFF REQUEST FORM**

**\*\*REQUESTS WILL BE PROCESSED WITHIN 48 HOURS\*\***

**TO BE COMPLETED BY CLOSING ATTORNEY/MORTGAGE COMPANY**

FIRM/COMPANY NAME: \_\_\_\_\_ ACCT #: \_\_\_\_\_  
 PHONE NUMBER: \_\_\_\_\_ FAX #: \_\_\_\_\_  
 DATE NEEDED: \_\_\_\_\_ CONTRACT CLOSING DATE: \_\_\_\_\_  
 CONTACT PERSON: \_\_\_\_\_ PARCEL I.D. #: \_\_\_\_\_

*Please make check(s) payable to the City of Atlanta, 55 Trinity Avenue, SW, Suite 1350, Atlanta, GA 30303.  
 Please submit separate check(s) for Demolition Payoff.*

SALE: \_\_\_\_\_ REFINANCE: \_\_\_\_\_ FORECLOSURE: \_\_\_\_\_ TITLE SEARCH: \_\_\_\_\_  
 SANITARY SERVICE CHARGES: \_\_\_\_\_ LIENS AND DEEDS: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_ SELLER(S) NAME: \_\_\_\_\_  
 SUBDIVISION: \_\_\_\_\_ SELLER(S) MAILING ADDRESS: \_\_\_\_\_  
 PURCHASER(S) NAME: \_\_\_\_\_  
 \_\_\_\_\_

**TO BE COMPLETED BY THE CITY OF ATLANTA FINANCE DEPARTMENT**

PRINCIPAL AMOUNT	PENALTY/INTEREST	FIFA	TAX YEAR	AMOUNT DUE	LIEN AMOUNT

AMOUNT GOOD THROUGH \_\_\_\_\_ TOTAL DUE \$ \_\_\_\_\_  
 ACCOUNT STATUS: CURRENT \_\_\_\_\_ DELINQUENT \_\_\_\_\_

PLEASE BE ADVISED THAT THE CHARTER OF THE CITY OF ATLANTA PROVIDES THAT THE CHARGES FOR THE DISPOSAL OF GARBAGE AND TRASH, "IF UNPAID", SHALL CONSTITUTE A DEBT, WHICH SHALL BE SUBJECT TO A LIEN AGAINST ANY PROPERTY SERVED, WHICH SHALL BE ENFORCEABLE IN THE SAME MANNER, AND UNDER THE SAME REMEDIES, AS A LIEN FOR CITY PROPERTY TAXES. (SECTION 1-102(26))