

## **Betterment Payoff and Request for Betterment Release**

The Treasurer/Collector's Office must receive this request at least three working days prior to the payoff date. No payoff will be provided without a written request.

Choose your pay off date of either the **15th** or the **last day of the month**. Late payments will be returned. (The payoff date is the date that we will receive the payment, not your closing date.)

Be sure to include your fax number and your phone number.

### **Two separate checks are required payable to the "Town of Chatham."**

Check #1: Principal Balance and interest to payoff date

Check #2: \$4.00 for the Lien release preparation fee

Please contact the Treasurer/Collector's Office with any questions.

Sincerely,

Sharon Drown  
Treasurer/Tax Collector

**Please Note:** *If requesting payoff information after October 1st, please contact the Assessing Office and they can provide you with that figure.*

Please specify Water, Street, or Septic betterment on the form.