



## PRINCIPAL BALANCE REDUCTION - PAY DOWN NOTIFICATION

**Date:** \_\_\_\_\_

**To:** CBC Mortgage Agency

**RE:** Loan # \_\_\_\_\_

**Borrower(s) Name(s):** \_\_\_\_\_

**Amount of Principal Reduction \$** \_\_\_\_\_

**Reason for Principal Reduction:** \_\_\_\_\_

\_\_\_\_\_

### Current UPB Calculation

- Beginning Principal Balance: \$ \_\_\_\_\_
- Minus Principal Reduction: \$ \_\_\_\_\_
- **New Principal Balance:** \$ \_\_\_\_\_

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Name:** \_\_\_\_\_