



F.Y.I.

from the Policy Unit

FYI-344

Date: Monday, June 7, 2021

SUBJECT: Updated Third (3rd) Party Title Payoff Desk Aid

Please contact the Policy Unit if you have any questions regarding these or any other changes at DCSS_POLICYQUESTIONS@azdes.gov or call 602-771-8127

This FYI is being issued to inform staff that the [Third \(3rd\) Party Title Payoff Desk Aid](#) has been updated. The desk aid has been split into two processes as the title email boxes have been consolidated into one statewide email box. The desk aid provides the steps taken by the Reviewer receiving the email and the steps taken by the Processor that works the CAAL narrative F5008.

The Third (3rd) Party Title Payoff Desk Aid may be found on the PORT at the following location: DESK AIDS>DCSS Desk-Aids>Debt/Financial Management>Third (3rd) Party Title Payoff

DCSS colleagues are urged to view this information directly on The PORT and not create a separate personal file.

**Please do not reply directly to this message as we will not be able to respond. This email address is only used for outgoing mail*