

CLOSING INFORMATION SHEET for REFINANCE

**Please complete and return to Kellem & Kellem by fax to 781 804-1301
or email to your Paralegal**

YOUR LOAN WILL BE PROCESSED WITH YOUR NAME(S) AS FOLLOWS:

All legal documents will be printed with your name as stated above. Please make note of any changes if...

- a.) Your middle initial is missing or incorrect
- b.) You are a Sr., Jr., OR III
- c.) Your name is incorrect, incomplete or misspelled

PROPERTY: _____

BEST CONTACT INFORMATION:

tel: (c) _____ (w) _____ (h) _____

e-mail address: _____

INSURANCE AGENT: _____ Tel.: _____

HOMESTEAD ELECTION:

- _____ please prepare (total cost \$137.00) Please check here if you are age 62 or over or disabled _____
(we will prepare a different homestead form if so)
- _____ do not prepare
- _____ will decide later
- _____ I/We believe I/we already have a homestead of record (do not need new one but want one if not of record)

PLEASE COMPLETE THE FOLLOWING INFORMATION:

- _____ I am unmarried
- _____ We are married to each other
- _____ I/We are married to other parties as follows: _____
(fill in name or names of spouse/s)
- _____ This property my/our principal residence
- _____ This property is an investment or second home

Please see next page for more important instructions.

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**AUTHORIZATION TO OBTAIN
PAYOFF & HOMEOWNERS INSURANCE**

CURRENT (1ST) MORTGAGE:

Lender Name: _____

Lender's Tel No.: _____

Account No.: _____

2ND MORTGAGE/HOME EQUITY:

Lender Name: _____

Lender's Tel No.: _____

Account No.: _____

Opening Date: _____ Original Amount: \$ _____

Social Security Numbers: 1) _____ 2) _____
First Borrower Second Borrower

Borrower Names: _____
Please PRINT

Property Address: _____

My signature below shall constitute authorization for the above named lender(s) to provide Kellem & Kellem with any information pertaining to my mortgage loan(s) including but not limited to payoff figures and escrow account information. It shall also authorize any "priority fax fee" that may be charged by the Lender to fax said payoff. If the loan is a home equity, I hereby request that the account be frozen upon receipt of the payoff request.

Borrower Signature

Borrower Signature