

LAW OFFICES OF GREGORY G. MITRAKAS

297 East Main Street, Marlborough, MA 01752

Phone: 508-481-4544 – Fax: 508-480-8228

Congratulations on your refinance. We represent the Lender and will schedule, prepare and go through the mortgage documents with you at the time of closing. In order to expedite the process and prepare for closing, it is important that you to fill out this form and fax the items listed below as soon as possible. Kindly fax the documents to: **508-480-8228**. When faxing this form back with the requested items, no cover sheet is necessary.

1. Copy of recent tax bill, if available;
2. Current deed to property, if available;
3. Copies of current mortgage statements, including home equity lines;
4. Signed authorization for each mortgage or equity lines (see attached);
5. Insurance Binder from your insurance agent.

Once we have been notified by the Lender that your file is cleared to close, we will contact you to arrange a convenient time to close the loan. We will also advise you of any funds you may need to complete the transaction. You must bring CERTIFIED or BANK CASHIER'S CHECKS made payable to yourself for these funds. In some cases, personal checks of \$500.00 or less may be acceptable.

Failure to fax the information in a timely manner may cause a delay with your closing. If you have any questions or comments relative to the loan transaction, please do not hesitate to contact me.

Very truly yours,

Deborah L. D'Amico
Legal Assistant
Email: debbie@mitrakaslaw.com

Name: _____

Address: _____

Home #: _____ Work #: _____ Cell #: _____

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PAYOFF AUTHORIZATION FORM

To Whom It May Concern:

Please release any and all pay-off information on our/my loan to the Law Offices of Gregory G. Mitrakas for our real estate closing. Please fax the pay-off information directly to:

The Law Offices of Gregory G. Mitrakas at (508) 480-8228

Borrower's Name(s): _____

Property Address: _____

Name of Lender: _____

Loan #: _____

Social Security #(s): _____

Thank you,

Borrowers signature

Borrowers signature