



Atlas Title, LLC

903 Central Avenue • Dover, NH 03820 • Tel: (603) 743-0900 • Fax: (603) 743-1414

As you are aware, Atlas Title, LLC will be preparing the documents and computing closing costs with regards to the upcoming sale of your property. If you would like us to prepare the deed, our fee is \$125.00, (**plan drawn deeds additional, please call for quote**), which would be deducted from your proceeds. Your closing costs will be available to you approximately twenty-four hours in advance of the closing. At that time, we will have a breakdown of costs and a final bottom-line figure.

It is extremely important that all parties be in attendance at closing. If you anticipate a problem with this, please notify us immediately.

Enclosed please find a short questionnaire to be filled out and returned to us **as soon as possible**. You may fax, email or mail the completed questionnaire.

If you have any questions concerning this letter or your closing, please feel free to call me. Thank you for your anticipated help.

Sincerely yours,

Atlas Title, LLC

File No: **11-53**

ATCshSlr

PAYOFF AUTHORIZATION

Effective on December 15, 1989, federally chartered savings and loan associations and savings banks were required to obtain an authorization in writing from a customer in order to disclose payoff figures (FHLBE Reg. 89-2350).

To receive payoff figures, Atlas Title, LLC must be in receipt of the mortgagors consent form listing each lender holding a mortgage, equity line of credit, equity mortgage secured by the above-referenced property address. Please be sure to list the address(es) to which you currently make your payments.

Lender Name: _____

Lender Address: _____

Lender Phone # _____ Account # _____

Type of Loan: _____ (i.e. Conventional, FHA,VA, Home Equity, Commercial)

Lender Name: _____

Lender Address: _____

Lender Phone # _____ Account # _____

Type of Loan: _____ (i.e. Conventional, FHA,VA, Home Equity, Commercial)

Lender Name: _____

Lender Address: _____

Lender Phone # _____ Account # _____

Type of Loan: _____ (i.e. Conventional, FHA,VA, Home Equity, Commercial)

I/We hereby authorize and consent the above-named Lender(s) to release information to Atlas Title, LLC regarding payoff figures for the above-referenced accounts and understand that I/We may withdraw such authorization and consent at any time by notifying said institution in writing.

SS# _____ Signature _____

SS# _____ Signature _____

SS# _____ Signature _____

SS# _____ Signature _____

I, as agent for Atlas Title, LLC, agree to use information regarding the above-referenced accounts for the sole purpose of satisfying the above-referenced lien(s) in full. I receive and hold in confidence any and all information other than for the purpose stated above or to make any disclosure of information to a third party, except as permitted by the law and regulations.

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Please complete this questionnaire and fax it to 603-743-1414 or mail it as **soon as possible** to:

Atlas Title, LLC
903 Central Avenue, Suite 5
Dover, NH 03820

Timely receipt of this information will enable us to prepare the closing package with a minimum of delays.

1. Should Atlas Title, LLC prepare the deed on your behalf?

Yes _____ No _____

If the answer is NO please make sure that we have a copy of the proposed deed at least 72 hours prior to closing.

Name & Phone # of attorney preparing deed: _____

2. SELLER INFORMATION E-Mail: _____

Name _____ Marital Status _____ Phone H# _____ W# _____

Cell Phone # _____ SS# _____ Post Closing Address _____

Name _____ Marital Status _____ Phone H# _____ W# _____

Cell Phone # _____ SS# _____ Post Closing Address _____

3. MORTGAGE INFORMATION-Seller's mortgages or equity lines currently on the property.

Name of Lender _____ Account # _____ FHA? YES/NO

Address _____ Phone # _____

4. Please list any other mortgages (private, equity, etc.) as well as additional deposits, condo prorations, closing credits, etc., that we should be aware of. (Use back of this form, if necessary).

5. IS THIS PROPERTY CURRENTLY IN THE PROCESS OF FORECLOSURE OR A SHORT SALE? YES NO

If yes please contact our office immediately at 603-743-0900 in order for us to obtain additional information..

6. CONTRACT INFORMATION

Real Estate Agent Name: _____ Phone: _____

SALE PRICE \$ _____ DEPOSIT \$ _____

Held by _____ Seller _____ Other _____ Phone # _____

Additional Information: _____

7. IS PROPERTY SERVICED BY MUNICIPAL SEWER _____ WATER _____

Please return this form in the mail as soon as possible or via FAX to expedite the closing process. Thank You.

IF CONDOMINIUM: Name & Number of Association: _____

Company name and number that holds insurance certificate: _____

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