



Date: _____

RE: Sale of property known as: _____

Cohen Closing & Title, LLC is honored to facilitate the closing of the above referenced property. In order to ensure a timely closing, we appreciate you returning these forms at your earliest convenience.

What is Cohen Closing & Title's role?

We'll handle the following:

- *Title search on this property
- *Identification of any title issues and defects
- *Obtaining payoff statements and properly discharging them
- *Preparation of all closing documents including the deed
- *Coordination of your closing with all parties involved

What is my role as the seller?

We'll need you to complete the enclosed forms as accurately and timely as possible to avoid any last minute payoff issues. Here are some tips on filling out the forms:

- ***No electronic signatures.** Many banks and mortgage companies will not provide payoff statements without a written signature. Please also include your full account number.
- *Make sure to list any equity line account numbers as those will be paid off at closing as well.
- *If you have a private (non-bank) mortgage(s), please arrange to provide us with the payoff amount(s) and a signed discharge(s).

Is there anything else I should know?

- *Bring a valid photo ID to the closing table.
- *If you are not attending the closing, please call our office ASAP to discuss. You may either appoint a Power of Attorney (preparation of \$250.00 per individual) or have a mail-away closing (\$250.00*).

If you have any questions, please feel free to contact me by phone, fax or e-mail.

I look forward to working with you!

Sincerely,

The Cohen Closing Team
203 Meetinghouse Road
Bedford, NH 03110
Phone: 603-488-0649 / Fax: 603-413-8751
Email: processor@cohenclosing.com



When your forms are complete, fax (603-413-8751) or email (processor@cohenclosing.com) back to our team

Seller Name _____

Seller Name _____

SSN/Tax ID _____

SSN/Tax ID _____

Marital Status _____

Marital Status _____

Email _____

Email _____

Telephone _____

Telephone _____

Relationship between sellers (husband & wife, father & son, etc.):

Check yes or no for each of the following.

Is your property in the name of a trust?
(if YES, provide the first and last page of Trust)

YES NO

Will Cohen Closing be preparing the deed?
(The cost for this service is \$175.00)

YES NO

Will all parties be attending the closing?
(if NO, call office ASAP to discuss)

YES NO

Is this your primary residence?

YES NO

If this is not your primary residence, what is your primary address?

If this is your primary residence and your spouse is not on the Deed, your spouse will be required to release homestead interests in the property. If this is applicable to you, please provide the legal name of your spouse.



Water: **Private or Public (circle one)**

Sewer: **Private or Public (Circle One)**

Water Company: _____

Sewer Company: _____

Phone Number: _____

Phone Number: _____

Tax Information

Are the property taxes current and paid to date?

YES **NO**

Do you receive tax bills from multiple towns for this property?

YES **NO**

Please advise of unusual circumstances: (Divorce/ Bankruptcy /Foreclosure/Short Sale/1031 Tax Exchange/Other):

Condo/Homeowners Association ONLY

Condo/Homeowners Association Contact

Name _____

Phone _____

Email _____

What is the Fee Amount? _____ Monthly/Annually (circle one)

Who is the fee payable to? _____

Where do you mail payments?



Your current mortgage information:

Our company charges a \$75.00 Discharge Tracking Fee as well as \$20.00 Wiring Fee per Payoff.

1st Mortgage:

Lender _____

Phone# _____

Full Account # _____

2nd Mortgage:

Lender _____

Phone# _____

Full Account # _____

Equity Line/2nd Mortgage:

Lender _____

Phone# _____

Full Account # _____

Other Mortgage or Liens:

Lender _____

Phone# _____

Full Account # _____

The undersigned authorizes Cohen Closing & Title, LLC to receive any payoff information with regard to my/our loan(s).

Signature

Date _____

Signature

Date _____

***Please provide a handwritten signature, electric or typed signatures are not accepted.**

Please provide your future mailing address as there may be documents we need to mail you after the closing or your lender may need to send remaining escrow funds:



Disclosure of Non-representation

File #

Cohen Closing & Title, LLC is serving as the settlement agent with regard to the above referenced transaction. The undersigned hereby acknowledge, confirm and understand that neither Cohen Closing & Title, LLC nor any attorney or employee of Cohen Closing & Title, LLC is serving as an attorney for any of the parties to the above referenced transaction.

Date