



Date: \_\_\_\_\_

**RE: Refinance 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
- \*Coordination of your closing with all parties involved

*What is my role?*

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](mailto:processor@cohenclosing.com)) back to our team

**Borrower Name** \_\_\_\_\_

SSN \_\_\_\_\_

Marital Status \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

**Borrower Name** \_\_\_\_\_

SSN \_\_\_\_\_

Marital Status \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

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

\_\_\_\_\_

**Check yes or no for each of the following.**

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?

\_\_\_\_\_

**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):

\_\_\_\_\_



**Your current mortgage information:**

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

1<sup>st</sup> Mortgage:

Lender \_\_\_\_\_

Phone# \_\_\_\_\_

Full Account # \_\_\_\_\_

2<sup>nd</sup> Mortgage:

Lender \_\_\_\_\_

Phone# \_\_\_\_\_

Full Account # \_\_\_\_\_

Equity Line/2<sup>nd</sup> 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.

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\_\_\_\_\_  
**Date**