**Iconic Title Agency LLC​​**

**1815 Lakewood Road  
Suite 127  
Toms River, NJ 08755​​**

Telephone: (732) 592-4400​​

Fax: (732) 592-4149​​

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1815 Lakewood Road  
Toms River, NJ 08753​​

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**RE:**

Dear ​​,

Congratulations on the upcoming purchase of your new home! My name is **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_​​** and I will be your paralegal working with **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_​​** on the purchase of the abovementioned property. **If you are represented by an attorney, please forward this letter to him/her.** In order to complete this closing in a timely and efficient manner, please fill out the enclosed “Info Questionnaire” and return it to me by mail, email, or facsimile.

If you are working with a lender, the lender will provide you with a final Closing Disclosure showing the amount of funds required to bring to closing. Please assure that the required funds are wired to our office on or before the day of closing, so as not to delay the closing or recording of documents

**You will need to bring at least one form of identification (Driver’s License or Passport) to the closing. If your lender requires more than one form, I will inform you ahead of time.**

We recommend that you obtain an Owner’s Title Insurance Policy and have attached some information on the policy. Please carefully read through this information to help protect your investment. Below is the contact information for the team handling your transaction. We look forward to guiding you through the home buying process!

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_​​

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File Number:

**Property Address:**

1. Please confirm the spelling and use of initials in each borrower’s name as to be shown on the deed and mortgage. (Please print the correct spelling of your name.)

Borrower #1​​ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Borrower #2​​ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. An insurance binder is needed five (5) business days before your closing. This information is needed by the lender in order to draw your closing documents.

Name of Insurance Agent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Premium amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Name of Realtor** (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Contact Information

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Preferred Contact Method (circle one): Email Cell Home**

**\*\* Are you a “First Time Homebuyer”? \*\* YES NO**