**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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**RE:**

Dear ​​,

Congratulations on your refinance with **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_​​**. Our office represents **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_​​** and we look forward to working with you. My name is **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_​​** and I will be assisting you.

I appreciate you taking the time to review and return the attached questionnaire. Taking care of these items in advance will help to complete your closing transaction in a timely and efficient manner. Please return it to me by mail, email, or facsimile.

Please feel free to contact me with any questions or concerns you may have.

Thank you in advance for your cooperation.

Very truly yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_​​

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_​​

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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​​: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Social Security #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Borrower #2​​: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Social Security #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name of Insurance Agent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

\*\* Please note that if the property is a condominium, we need the agent for the condominium insurance, not your content insurance. We will also a name and number for your condominium association to obtain a 6(d) certificate to ensure all condo fees are paid to date.

1. **List Mortgages or Equity Lines to be paid by the refinance. If paying off credit cards, please include statements. Please note if you have a second mortgage and whether you are keeping it open or paying it in full.**

I/We hereby authorize **Iconic Title Agency LLC​​** to obtain my/our mortgage payoff(s) which are listed below.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_​​

First Mortgage

Lender Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Second Mortgage (please circle one): **Payoff & Close Subordinate**

Lender Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

1. Contact Information

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

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

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