**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 the upcoming sale of your home! My name is ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_​​*** and I will be the paralegal working on the abovementioned transaction with ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_​​***. Please review and complete the attached “Info Questionnaire” and return it to me by mail, email, or facsimile.

 We will be working directly with the closing/buyer attorney on your behalf. If you receive any correspondence from that office, you can forward that to me as well. To avoid any delays in the closing date, please help us to work through items in advance.

 Please let me know if you will be attending the closing or if you will be giving power of attorney to someone to attend on your behalf. As our Seller Client, we always recommend you use a Limited Power of Attorney so that you do not need to attend the closing.

 Please contact the various utility companies, such as electric, gas, and cable, to have the accounts for the property transferred or terminated as of the day of the closing.

 If the property is served by oil, please contact your oil company and request a final oil reading. Once they have completed the final oil reading, please forward me the documentation on their letterhead, which should include the amount of oil left in the tank and the calculation of the value of said oil. This will ensure you get reimbursed for the remaining oil in the tank.

 Thank you in advance for your cooperation. Please feel free to contact me with any questions or concerns you may have. I look forward to working with you.

 Very truly yours,

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_​​

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_​​

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Current Owner(s): ​​

Property Address:

 I/WE have read and acknowledge receipt of Iconic Title Agency LLC​​’s letter to us. I/WE hereby authorize Iconic Title Agency LLC​​ to obtain my/our mortgage payoff(s) which are listed below.

1. Name

Seller #1​​: ​​

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security or Fed ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Contact Information

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

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

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

1. Forwarding Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. NAME OF BANK(S) OR NAMES OF INDIVIDUAL MORTGAGEES HOLDING PRESENT MORTGAGES ON PROPERTY THAT WILL BE **PAID OFF WITH SALE OF THE HOME: IT IS EXTREMELY IMPORTANT THAT AN ACCOUNT NUMBER AND BANK TELEPHONE NUMBER ACCOMPANY EACH LOAN.**

First Mortgage:

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

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

Second Mortgage:

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

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

1. **Do you have a spouse not on the current Deed (circle one)? (If so, please contact me. Some states require the spouse to release homestead rights on the Deed to the buyers.)** YES NO

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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