**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. In order to accomplish closing on this transaction in a timely and efficient manner, please complete the enclosed “Info Questionnaire” and return it to me by mail, email, or facsimile. **If you are represented by an attorney, please forward this letter to him/her, so they may contact us regarding this transaction.**

 I appreciate you taking the time to review and return the attached questionnaire. Please feel free to contact me with any questions or concerns you may have.

 Thank you in advance for your cooperation. I am looking forward to a smooth transaction!

 Very truly yours,

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_​​

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_​​

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Buyer(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. Seller Name Signature Social Security or Fed ID #

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

1. Seller Contact Information

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

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

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

1. Seller(s) Forwarding Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Name of Attorney representing you (if any):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

1. 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. **Would you like our office to prepare the new Deed for $200.00 (circle one):**

YES NO

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

Dated:

File No: