

## Payoff Authorization for Refinancing

ORDER #-

We are happy to be acting as closing agent in connection with your mortgage loan. Our office is in the process of completing the title work and coordinating the closing requirements.

Once your mortgage loan has been approved and we are ready to set a closing date we will contact you to determine the most convenient time and date. Our office will calculate final closing costs once the closing date has been set. We will, in most cases be able to tell you at least the day before the closing, the total amount of money you will need (if any) to bring to closing. Please complete this form below and return it to us at your earliest convenience.

In order to give you advanced notice of some of the requirements necessary on the day of closing, please note the following:

1. **IF** the funds you are required to bring are greater than \$200.00 they must be in the form of a **Cashier's Check** or **Money Order**, made payable to **Young's Title & Abstract Inc.** If it is less than \$200.00, we will accept a personal check.
2. You must either have a certificate of insurance showing premium amount and due date, or a new original Homeowner's Policy along with one-year premium paid receipt. Please inform your insurance agent that the following mortgagee loss/payee clause must be included on your policy: **Please contact your lender to obtain the correct information that must appear on your homeowners' policy.**  
\*POLICY MUST HAVE AGENT'S ORIGINAL SIGNATURE (NOT A STAMP)
3. The following is a complete list of outstanding mortgages and liens against the property located at:

**Also, include any other Accounts to be paid through this closing transaction (ex: credit cards, installment loans, etc.) Enclose a copy of billing statements of any credit cards being paid.**

Name of Lender or Secured Party and Account or Loan Number, Phone Number and Address where payments are sent:

4. The following are my (our) Social Security Number(s) or Federal Identification number (if applicable), Daytime Phone, and also our **future** mailing address.

SSN#

NAME:

ADDRESS:

SSN#

NAME:

ADDRESS:

DAYTIME PHONE:

5. By signing below I hereby give my lender(s) permission to release payoff information to **Young's Title & Abstract Inc.**

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