



PLEASE COMPLETE THIS FORM AND RETURN PROMPTLY
Email this completed form to services@federaltitle.com or Fax (202) 362-5901

Existing Mortgage Lenders to be paid off or subordinated (be sure to include any Home Equity Lines of Credit, also known as a HELOC, you have on the property):

1st Mortgage: 2nd Mortgage:
Name of Mortgage Co. Name of Mortgage Co.
Account/Loan# Account/Loan#
Telephone: Telephone:

- By signing below, please give Federal Title & Escrow Company the authority to request payoff information on your behalf in preparation of this closing.

X X
Print: Print:
Daytime Phone: Daytime Phone:
E-Mail: E-Mail:
Social Security No. Social Security No.

IMPORTANT:

- All individuals in title will be required to sign document(s) at closing, whether or not they are on the loan. Please make sure all person(s) on title are available for closing or make arrangements prior to closing for a Power of Attorney to be used by following this link: http://www.federaltitle.com/documents/specificPOA.form.pdf
In an effort to reduce your closing costs, please send us a copy of your Owner's Title Insurance Policy (if dated less than 10 years). If you are a repeat client, it is not necessary to forward the same since our office retains all records and will provide the appropriate discounted rates.
Due to time constraints at the closing table, you are strongly encouraged to review the standard closing documents in advance on our website by following this link: http://www.federaltitle.com/consumers/closing-documents