



2 Auburn Street | Nashua | New Hampshire | 03064
Phone (603) 889-4200 | Fax (603) 889-4663

Date

Borrower Name 1

Borrower Name 2

Current Mailing Address

RE: Refinance of property located at: [REDACTED]
Lender Name

Our office will be handling the closing for your upcoming refinance. Your processor will be [REDACTED]. We are excited to be working with you!

What do we need from you?

- Please review the borrower(s) and entity names above and confirm they are spelled correctly.
- For LLC's or corporations, we will need a copy of your Operating Agreement, Formation Documents, Certificate of Good Standing with the Secretary of State for your entity, and a draft Member's Certificate or Corporate Resolution/Vote for the upcoming transaction.
- All signers/borrowers must attend the closing. Please provide proof of signing authority for your members or officers.
- You will need to provide your lender with a renewal insurance binder prior to the closing date. Please work with your lender to provide this for them.
- If this is a cash-out refinance you will receive refinance proceeds.

What will you need at the closing table?

- Valid, government issued photo ID and
- Funds for closing must be in the form of a certified bank check from your bank (personal checks are not accepted) made payable to Frasca & Frasca, P.A. or a wire (if applicable).

Our office has a strict policy on initiating wires and wire requests.

1. You will receive a secure email from our office with the wire instructions and amount. You will know this email is coming prior to it being sent.
2. You will need to call our office with trusted contact information (found on this form) to verify the wire amount and instructions.
3. If you receive any email containing wire instructions from our office contact us immediately using the information on this form.
4. If preferred, you can come pick up the wire instructions from our office.

Note: Call Frasca & Frasca, P.A. prior to initiating any wire transfer to confirm instructions.

What is Frasca & Frasca, P.A.'s role in the closing?

Our office will conduct the title search and work with your lender to determine closing figures. We will prepare and process the documents needed for your refinance. Our office will work with all parties to ensure a timely and smooth closing. We will also record the necessary documents and disburse funds (as applicable) after the closing takes place.

Please call us with any questions. We are here to assist you!

File No.



2 Auburn Street | Nashua | New Hampshire | 03064
Phone (603) 889-4200 | Fax (603) 889-4663

Borrower Information Form

Processor: _____ Email: _____ Fax: (603) 889-4663

Please complete this form in full and return to your Processor using the fax or email above.

1. About You (if you need more space please attach a separate piece of paper)

Entity (Corporation/LLC, etc.):	Entity (Corporation/LLC, etc.):
Tax ID #:	Tax ID #:
Telephone:	Telephone:
Email:	Email:
Authorized Signer:	Authorized Signer:
Title:	Title:

If additional members or officers will sign, please include additional page with their information. If you have an attorney we should contact for this information please provide the contact information:

Attorney Name: _____
Firm Name: _____
Phone Number: _____ Email: _____

2. Homeowner's Insurance Company Name: _____
Agent's Name: _____ Phone: _____

The undersigned authorizes Frasca & Frasca, P.A. to order a property insurance binder and to request any changes to the binder required by my lender.

Borrower Name 1 Date Borrower Name 2 Date

Please complete your current mortgage/equity line information on the following page.

File No.



2 Auburn Street | Nashua | New Hampshire | 03064
Phone (603) 889-4200 | Fax (603) 889-4663

First Mortgage Account Number: _____
Lender Name: _____
Phone Number: _____ Date of Last Payment: _____

Second Mortgage Account Number: _____
Lender Name: _____
Phone Number: _____ Date of Last Payment: _____

Other/Private Mortgage Account Number: _____
Lender Name: _____
Phone Number: _____ Date of Last Payment: _____

Equity Line Account Number: _____
Lender Name: _____
Phone Number: _____ Date of Last Payment: _____

The undersigned authorizes Frasca & Frasca, PA to receive payoff information with regard to my/our loan(s).

Borrower Name 1 Date **Borrower Name 2** Date

File No.