



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

Date

Seller Name 1

Seller Name 2

Current Mailing Address

RE: Sale of property located at: _____

We are looking forward to working with you on the closing for the sale of your property. We ask that you kindly complete these forms at your earliest convenience and return them to our office.

What do we need from you?

- The completed forms enclosed.
- Note: We are unable to accept electronic signatures. Most banks and mortgage companies will not provide us with payoffs without a wet, written signature. Please print the documents, sign and email or fax the completed forms back to us.
- *Confirmation that you are attending closing.* If you are not we will need to discuss how you will be signing and the costs associated with that. (The fee for a mail-away closing is \$150.00 and the fee for preparing a Power of Attorney is \$150.00).
- Please note if this is your primary residence and your spouse is not on the deed/title, your spouse will still need to sign the deed to release homestead rights.

What will you need at the closing table?

- Valid, government-issued photo ID.

What is Frasca Title's role in the closing?

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

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

File No.

Will you attend closing?

YES _____ NO _____

If NO choose one: Mail Away _____ Power of Attorney _____

If you have chosen Power of Attorney, provide a copy of your Power of Attorney no later than 2 weeks prior to closing. Our office can prepare a Power of Attorney for \$150.00, if needed.

If you have chosen mail-away an additional charge of \$150.00 will be incurred.

5. Condominium or Homeowner's Association Information

Name of Condominium Association: _____

Contact: _____ Phone: _____

6. Water: PRIVATE or PUBLIC (choose one)

Company: _____ Phone: _____

7. Sewer: PRIVATE or PUBLIC (choose one)

Company: _____ Phone: _____

8. How would you like your proceeds?

Our Check _____ Bank Check _____ Wire: _____ Overnight _____

Please note: There will be a \$30.00 fee for Overnight or Bank Check and a \$50.00 fee for a Wire Transfer. If a Wire Transfer is requested, please confirm ABA Number with your bank as it may differ from your bank's routing number.

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



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Please note Frasca Title, LLC charges \$75.00 per Mortgage for a Discharge Tracking Fee. There is also a overnight fee of \$30.00 per payoff. If a wire for the payoff is required it is a \$50.00 fee per payoff.

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 Title, LLC to receive payoff information with regard to my/our loan(s).

Seller Name 1

Date

Seller Name 2

Date

File No.