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CONFIDENTIAL

MORTGAGE AND HOMEOWNER’S ASSOCIATION RELEASE AUTHORIZATION

This document serves to provide authorization to your mortgage lender(s) regarding the sale or refinance of the subject property, including payoff information, homeowner’s association information, sewer assessments and/or any other information required to complete your final closing figures.

NOTE: Some mortgage lenders may require handwritten signatures and a 7–14-day processing time to generate your final payoff letter. It is imperative to complete and return this form as quickly as possible to ensure your upcoming closing is not delayed.

Subject Property Address: _____
 Current or Forwarding Address: _____
 Owner(s) Names: _____
 Required: Email Address: _____ Phone #: _____

MORTGAGE LIENS ON PROPERTY:

1. First Mortgage Lender: _____ Phone #: _____
 Account #: _____
2. Second Mortgage Lender: _____ Phone #: _____
 Account #: _____

NOTE: If the balance of your HELOC is ZERO we still need to order a payoff/close out letter.

HOMEOWNER’S ASSOCIATION INFORMATION:

HOA Association Manager/Contact Name: _____
 HOA Phone # _____ HOA Email: _____

NOTE: If your subdivision is managed by Sentry, Kirkpatrick Management, H&H Management or Elite Property Management please note these firms require an upfront payment to process a request for an association dues letter. You may contact your management company directly for further instructions.

SEPTIC: ____ YES ____ NO – If “NO” your Sewer Provider/Service is: _____

NOTE: We conduct a judgment search on sellers for sales. Even if you do not have a mortgage, we may need your social security number to clear any judgments/liens.

I (We), the owners of the above-mentioned property, authorize you to release all mortgage and payoff information to Dominion Title Service, LLC.

Owner Signature: _____
 Printed Name: _____
 Social Security #: _____
 Date: _____

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 Social Security #: _____
 Date: _____