

BORROWER INFORMATION SHEET
REFINANCE AND HOME EQUITY LINE

Property Address: _____

Borrowers Full Name: _____ SSN: _____
Borrower #1

_____ SSN: _____
Borrower #2

Preferred Phone Number: (____) _____

Preferred Email Address: _____

Buyer #1 - Married: _____ Single: _____ Divorced: _____ Widowed: _____

Buyer #2 - Married: _____ Single: _____ Divorced: _____ Widowed: _____

LENDER INFORMATION

Lender Name: _____

Lender Contact: _____

Lender Telephone Number: (____) _____

HOMEOWNER'S INSURANCE INFORMATION FOR PROPERTY

Insurance Company Name: _____

Agent Name: _____

Agent Phone Number: (____) _____

MORTGAGE, LOAN AND LIEN PAYOFFS

***Please list all mortgages, loans, liens or judgments that you anticipate being paid off through this transaction:**

FIRST MORTGAGE

SECOND/EQUITY MORTGAGE

Lender Name: _____

Lender Name: _____

Account No: _____

Account No: _____

Telephone No. _____

Telephone No. _____

NOTE: (IF YOUR PAYMENT IS AUTOMATICALLY DRAFTED, YOU WILL NEED TO REQUEST CANCELLATION. OUR OFFICE IS NOT AUTHORIZED TO STOP PAYMENT DRAFTS.)

TAXES

Does this property serve as your primary residence? YES NO

CLOSING

Will you personally attend the closing? YES NO ****SEE BELOW**

If not, you will need to execute a limited/special Power of Attorney. Please notify us immediately if this will be necessary or is anticipated. There is a charge for preparation and filing of the Power of Attorney, which is approximately \$____. Please be aware that the use of a power of attorney at closing is a matter that must be approved, in advance, by the lender.

****PLEASE NOTE WE DO NOT HANDLE MAIL AWAY CLOSINGS.**

CLOSING FUNDS

If you are required to bring funds to close on your refinance/equity line transaction, Mack & Mack, Attorneys will accept a **CERTIFIED or CASHIER’S CHECK or a WIRE TRANSFER** only. We will not accept personal checks, credit cards or cash at closing.

CERTIFIED/CASHIER’S CHECKS:

****Please make payable to Mack & Mack, Attorneys.**

WIRE INSTRUCTIONS: WE DO NOT ACCEPT OR REQUEST CHANGES TO WIRING INSTRUCTIONS VIA EMAIL OR FAX!

Our wiring instructions will be sent as needed and are available upon request. Our wire instructions will not change and encourage all clients to call our office at **803-548-7200** to verify the information prior to sending funds.

I/We acknowledge that I/We have read the above instructions, have provided accurate information as requested pertaining to the refinance/equity line closing on the property this ____ day of _____, 20 ____.

Borrower #1

Borrower #2

AUTHORIZATION TO OBTAIN PAYOFFS

BORROWERS: _____

PROPERTY ADDRESS: _____

I/We, the undersigned Borrowers hereby authorize and grant unto Mack & Mack, Attorneys the authority to obtain accurate payoffs on our behalf related to the refinance/equity line transaction for the following loans:

Name of Institution: _____

Account Number: _____

Contact Telephone Number: _____

Name of Institution: _____

Account Number: _____

Contact Telephone Number: _____

Name of Institution: _____

Account Number: _____

Contact Telephone Number: _____

Borrower #1

Date: _____

Borrower #2