

HENEY & ASSOCIATES, LLC
ATTORNEYS AT LAW

86 DODGE STREET
BEVERLY, MA 01915

TELEPHONE: (978) 921-1050
TOLL FREE: (866) 550-1050

FACSIMILE: (978) 921-7877
FIRM@HENEYLAW.COM

In order to expedite the process of your closing, please supply us with the following information. **This form can also be completed at our web site www.heneylaw.com, click "online forms."** Print and complete this document and fax back to Heney & Associates, LLC at (978) 921-7877. **Note: Failure to provide us this information promptly could delay your closing date!**
Note: You will be required to produce photocopies for two forms of ID for each person.

Name: _____ Soc. Sec. No.: _____

Name: _____ Soc. Sec. No.: _____

(Please Note: Clearly Print legal name as it will appear on all documents)

Property Address: (the one you are buying) _____

Daytime Telephone Number: _____ E-mail Address: _____

How would you like to receive a final copy of your closing package? Hard Copy ___ Electronic ___

Do you have an attorney representing you? If yes please provide us with name and phone number for attorney:

Telephone Number: _____

**Please note that Rules of Professional Conduct Rule prevent us from communicating with represented parties. If you are represented all communication will be disseminated through your attorney.

Please provide us with your homeowner's insurance agent:

Agent _____ Policy # _____ Telephone Number: _____

I (We) the undersigned have read the attached form regarding different ways to hold title our preference to for taking title to the real estate is:

Individually	_____	Joint Tenancy	_____
Tenants in Common	_____	Tenants by the Entirety	_____

We will be required to obtain on your behalf a lender's policy of title insurance. We strongly suggest that you obtain an Owners policy of title insurance to protect yourself from title defects that may not have been discovered or corrected prior to this closing. Please contact our office to discuss the premium for your particular policy. **There are Standard and Enhanced Policies available.** Please visit www.firststamne.com and www.oldrepublictitle.com for more information. **We will obtain a STANDARD owner's policy on your behalf unless you notify us otherwise.**

Signature

date

Signature

date