

# HENEY & ASSOCIATES

## ATTORNEYS AT LAW

86 DODGE STREET

BEVERLY, MA 01915

TELEPHONE: (978) 921-1050 \* TOLL FREE: (866) 550-1050 \* FACSIMILE: (978) 921-7877

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](http://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!**

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 refinancing) \_\_\_\_\_

Name of Condominium: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

How would you like to receive a final copy of your closing package?

Hard Copy \_\_\_\_\_ Electronic \_\_\_\_\_

Bank/Mortgage Company (to whom you are currently making your payments):

1. \_\_\_\_\_ Account No. \_\_\_\_\_ Phone Number: \_\_\_\_\_

2. \_\_\_\_\_ Account No. \_\_\_\_\_ Phone Number: \_\_\_\_\_

Please provide us with the name and telephone number of the condominium management company or insurance agent who holds the master insurance policy for the condominium:

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Please bring two (2) proofs of identification to your closing. **We will also need photocopies of each for our records.**

Have you declared bankruptcy in the past or have a bankruptcy pending? Yes \_\_\_ No \_\_\_

Do you currently have a divorce pending? Yes \_\_\_ No \_\_\_

I (We) the undersigned authorize the above listed mortgagees (lenders) to release the loan pay off figures to Heney & Associates, LLC.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
date