

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

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 to Heney & Associates, LLC at (978) 921-7877.

Note: Failure to return this information promptly could delay your closing date!

Name: _____ Soc. Sec. No.: _____

Name: _____ Soc. Sec. No.: _____

Property Address: (the one you are selling) _____

Name of Condominium: _____

Daytime Telephone Number: _____

Parcel ID # (from recent tax bill) _____

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

Please be advised that our office will collect a fee to obtain and track mortgage payoffs. The fee will be \$100.00 for the first mortgage and \$50.00 for each additional. This will be in addition to fees required by the State of Massachusetts to record a Discharge of Mortgage at the Registry of Deeds.

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: _____

If you have an attorney representing you in this transaction, please provide us with name and phone number for attorney:

_____ Telephone Number: _____

****Please note that Massachusetts Rules of Professional Conduct Rule 4.2 prevents us from communicating with represented parties. If you are represented all communication will be disseminated through your attorney.**

Prior to closing you will be required to produce a duly executed deed in recordable form naming the Buyer(s) as grantee(s). If you choose to have Heney & Associates, LLC prepare the deed the fee will be \$125.00.

Would like Heney & Associates, LLC to prepare the deed for this transaction? Yes ___ No ___

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

Do you currently have a divorce pending? Yes ___ No ___

If the property is owned individually, are you married? Yes ___ No ___

I (We) the undersigned authorize the above listed mortgagees (lenders) to discuss my loan and release the loan pay off figures to Heney & Associates, Attorneys at Law. . **I (We) request that my Home Equity Line Account, if any, referenced above be frozen/blocked from further advances as of today's date.**

Signature date Signature date