

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) _____

Daytime Telephone Number: _____

Forwarding Address: _____

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: _____

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

Has your land been sub-divided or will this closing result in a subdivision? 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