

**PAYOFF REQUEST**

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Re:

Property Address: \_\_\_\_\_

Mortgage/Lender: \_\_\_\_\_

Loan Number: \_\_\_\_\_

Current Lender Name: \_\_\_\_\_

Current Lender Phone Number: \_\_\_\_\_

Dear Sir or Madam:

Please be advised that I/we wish to pay-off the referenced loan in connection with a pending transaction affecting the captioned property and your loan, identified above, will be paid off as part of closing that transaction.

I/We authorize and direct you to furnish **Best Homes Title Agency, LLC** with your pay-off statement or demand stating the pay-off amount that will be due you on \_\_\_\_\_ with the daily per diem which may become due if the closing does not occur until a later date. Please provide the per diem to cover a thirty-day period after the above date.

**IMPORTANT NOTICE TO EQUITY LINE AND FUTURE ADVANCE LENDERS**

You are instructed and directed as follows:

1. If the above loan permits or directs you to make future advances, immediately upon receipt of this letter or a fax or E-mail copy hereof, you are to freeze the above account making no further advances and are directed not to make or permit to be made any further disbursements or advances that will increase the amount owed on the above reference loan.
2. If I/we are required to execute a specific document or documents to freeze or close the loan account secured by the above mortgage you are to notify me and **Best Homes Title Agency, LLC**, and not submit the payoff statement to **Best Homes Title Agency, LLC** until the necessary documents to freeze and close the account have been provided to you and the account has been frozen or closed.
3. You are to record a discharge of the mortgage upon receipt of the pay-off amount required by the pay-off statement.

**Best Homes Title Agency, LLC** and the proposed insured(s) in the title insurance commitment issued in anticipation of the above mentioned transaction will rely upon the above loan account being frozen as of the date you provide the pay-off statement to it and that the mortgage will be discharged within 90 days after you have received the payment of the amount required in your payoff statement. **Best Homes Title Agency, LLC** and the insured(s) in the title insurance policy that may be issued are third party beneficiaries of these instructions; therefore you may only accept and act upon a modification of these instructions by me/us if you obtained the written consent of **Best Homes Title Agency, LLC**.

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**Seller #1**  
SS# \_\_\_\_\_

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**Seller #2**  
SS# \_\_\_\_\_