

Radey & Doyle, PLLC  
1001 East Blvd.  
Charlotte, North Carolina 28203

TO:

FROM:

COMPANY:

DATE:

FAX NUMBER:  
704-332-1084

TOTAL. PAGES. W/COVER:

BORROWER/ADDRESS

DATE OF CLOSING:

## **BORROWER INFORMATION SHEET**

The Paralegal for this closing is:  
Her Direct line is:  
Her Fax number is:  
Her extension is:  
Her email is:

**(Please use this  
number) (Please note)**

**PLEASE RETURN WITHIN 48 HRS to ensure a smooth  
closing for your client**

Please provide as much of the following information as you can and fax it back to me **as soon as possible**

BORROWER NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

BORROWER(s) SS#: \_\_\_\_\_

**(Necessary for Payoff!)**

LOAN. AMOUNT: -

\$ \_\_\_\_\_

LENDER/CONTACT INFO: \_\_\_\_\_

HOMEOWNERS INS. AGENT & PHONE: \_\_\_\_\_

1ST PAYOFF INFO: Lender: \_\_\_\_\_

Acct. No.: \_\_\_\_\_

Phone No.: \_\_\_\_\_

2ND PAYOFF INFO: Lender: \_\_\_\_\_

Acct. No.: \_\_\_\_\_

Phone No.: \_\_\_\_\_

**BORROWER IS: UNMARRIED MARRIED SEPARATED DIVORCED**

**BORROWER (S) WILL ATTEND THE CLOSING? YES or NO**

\*if 'NO,' borrower MUST contact the paralegal immediately to execute a Power of Attorney OR make other arrangements

**\*\*PLEASE FAX OVER INVOICES TO BE PAID AT CLOSING AS YOU RECEIVE THEM\*\***

\*Attached, please find a separate Attorney's Authorization form. Payoffs contain personal and sensitive information and a growing number of banks require seller signed authorization AND a ten day turnaround for payoffs. PLEASE have borrower sign the authorization and fax to our office. THANK YOU!

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The Paralegal for this closing is:  
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Her extension is:  
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**Please RUSH!!!!**

**ATTN: PAYOFF DEPT.**

RE: Borrower:  
Property:  
  
Account #:  
SS#:  
Payoff Good-Thru Date:

Dear Sirs:

This office represents the owner of the above property. Therefore, please issue your statement setting forth the principal balance and interest due as well as any other fees necessary for payment in full, together with a per diem interest. Borrower's signature below authorizes release of this information to our office.

Should you have any questions, please do not hesitate to contact our office.

Very truly yours,

Radey and Doyle, PLLC

Release of the above information to Radey & Doyle, PLLC is hereby authorized.

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