

[COMPANY]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attention: Pay-off Department

Date: \_\_\_\_\_

Title No.: \_\_\_\_\_

Premises: \_\_\_\_\_

Mortgagors: \_\_\_\_\_

Mortgage No.: \_\_\_\_\_

Amount of Check: \$ \_\_\_\_\_

Check Numbers: \_\_\_\_\_

Dear Sir/Madam,

Enclosed please find check(s) in full and complete payment of the above captioned mortgage. A copy of your pay-off statement is also enclosed. If for any reason the enclosed check(s) are not sufficient to pay off the loan in full, you are authorized to accept the check(s) as a partial payment and apply any escrow funds to the shortage.

Please forward the Satisfaction of Mortgage to \_\_\_\_\_ at the above address. Please do not send the Satisfaction of Mortgage to the mortgagor's attorney, however if the payoff bank is collecting a recording fee for the satisfaction of mortgage, the satisfaction should be sent directly to the county clerk or city register's office for recording.

Kindly insert the title number on all satisfaction papers. Any escrow balances, overpayments, and/or unapplied funds should be returned to the mortgagor or mortgagor's attorney.

**Authorization To Close Line of Credit**

The undersigned agrees that the above referenced credit line is to be closed upon the banks receipt and processing of this signed authorization and payment of the balance in full. Further, the undersigned understands that the right to obtain advances is terminated and no further checks, credit card transactions or automatic deductions will be honored or applied to the credit line.

*\*11 the referenced Credit Line is to be paid down and not closed out, Closer must strike above language and "EXCEPT" mortgage from title policy*

**The undersigned Mortgagor hereby grants authorization to \_\_\_\_\_ to act on behalf of the Mortgagor(s) with payoff bank in the event funds delivered to payoff bank are insufficient to satisfy the loan in question. The Mortgagor(s) also authorize the payoff bank to release any pertinent loan information that is necessary to satisfy the loan in question.**

Sincerely Yours,

Seller(s) Forwarding Information

\_\_\_\_\_  
Title Closer (print name)

\_\_\_\_\_  
Mortgagor('s) authorization

\_\_\_\_\_  
Mortgagor('s) authorization

\_\_\_\_\_

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