Date:
NCTE File #

PAYOFF AUTHORIZATION

Attention: Payoff Department

Please accept my/our authorization and instructions to provide National Capital Title & Escrow, llc ("NCTE") with complete and full loan payoff instructions, including daily interest. Please provide the requested information by facsimile (301-948-1777) and first class mail: 600 Jefferson Plaza, Suite 101, Rockville, MD 20852.

I/we authorize the lender use any and all of the escrow balance to satisfy the mortgage indebtedness.

Regarding unreleased liens, you are hereby authorized to release any and all information necessary, including but not limited to a Certificate of Satisfaction and/or lien release.

Home Equity Line of Credit Accounts

If this loan is secured by a Deed of Trust allowing for advances of a credit line, please be advised that this letter authorizes and directs you to freeze the referenced credit line upon issuance of your payoff [demand]. If you require further authorization, please notify NCTE. **Payment pursuant to your payoff (demand) will eliminate any security interest you have in the property in question.** To avoid unsecured advances, the account must be frozen upon issuance of your payoff [demand]. Additional advances will not be secured by the subject property. We will be completing an escrow/closing transaction involving a new owner or lender in reliance on the release of your security interest in the property. Upon payment you will be obligated to issue a release of the Deed of Trust securing the line of credit.

Upon payment-in-full, you are instructed to record the documents necessary to release the lien against our property. If you do not record the Certificate of Satisfaction, forward to NCTE immediately for recording among the appropriate land records.

	(Signature)	(Signatu	ıre)
Name		Name	
Social Security #		Social Security #	
	To the	National Capital	

1111111111

600 Jefferson Plaza #101, Rockville, MD 20852 phone 301-948-2300; fax 301-948-1777

TITLE & Escrow, Ilc

SELLER INFO REQUEST FORM

Prior to closing, please provide the following information

Day phone	Day phone
Evening phone	Evening phone
Cell phone	Cell phone
Fax	Fax
 Email	 Email
This Property is my/our:	
□ Principal Residence □	Investment Property □ Second Home
-	
□ Principal Residence □ Forwarding address:	
Forwarding address: CURRENT MORTGAG CREDIT INFORMATIO (please include Line-of-Cr	Investment Property □ Second Home E LENDER and/or HOME EQUITY LINE OF ON redit accounts, even if they have a zero balance)
Forwarding address: CURRENT MORTGAG CREDIT INFORMATIO (please include Line-of-Cr	Investment Property □ Second Home E LENDER and/or HOME EQUITY LINE OF ON redit accounts, even if they have a zero balance)
Forwarding address: CURRENT MORTGAG CREDIT INFORMATIO (please include Line-of-Cr Name: Account No.:	Investment Property □ Second Home E LENDER and/or HOME EQUITY LINE OF ON redit accounts, even if they have a zero balance)
Forwarding address: CURRENT MORTGAG CREDIT INFORMATIO (please include Line-of-Cr Name: Account No.: Phone:	Investment Property □ Second Home E LENDER and/or HOME EQUITY LINE OF ON redit accounts, even if they have a zero balance)

If you have a Home Equity Line of Credit, please do not write checks on that account for 3 weeks prior to settlement.

COMPANY INFORMATION Name:____ Website: **ESTATE INFORMATION (owner deceased)** Contact information for attorney who handled probate of the estate: Name: _____ Phone: _____ □ Copy of Death Certificate ☐ Copy of the Last Will & Testament □ Copy of the Letters of Administration (MD & DC) or Certificate of Qualification (VA) □ Proof of Publication for Creditors ☐ Proof of Payment of Estate and/or Inheritance Taxes (if applicable) □ Other:____ • GROUND RENT OWNER INFORMATION (Leasehold Properties): Name: _____ Phone: _____ Address: TENANT-OCCUPIED PROPERTY □ Proof of compliance with the Rental Accommodations Act (DC only) ☐ Tenant lease(s) for assignment to purchaser(s) ☐ Amount of monthly rent(s) \$; Paid-through date ☐ Amount of security deposit(s) \$_____ (plus interest) PRIVATE FRONT FOOT BENEFIT/WATER and/or SEWER UTILITY **CHARGES**, if any: Name: _____ Phone: _____ Account No.: _____ Annual Charge: \$____

CONDOMINIUM/COOP/HOMEOWNERS ASSOC. or MANAGEMENT

COMPANY OWNERSHIP
☐ Copy of Articles of Incorporation (corporation) or Organization (LLC)
☐ Certificate of Good Standing (issued within 4 months of settlement date)
$\hfill\square$ Resolution authorizing sale and appointing officer/member to execute closing documents
□ Copy of Partnership Agreement (partnerships) or Operating Agreement (LLC)
☐ Copy of Trust Agreement or an Abstract thereof
□ Other:

• CORPORATION, PARTNERSHIP, TRUST OR LIMITED LIABILITY

$\frac{\text{PLEASE COMPLETE AND RETURN BY FAX OR EMAIL AS SOON AS}}{\text{POSSIBLE}}$

fax (301) 948-1777 or

Email to Teresa and Sandy tberbes@natcaptitle.com & skanner@natcaptitle.com

PROCEEDS DISBURSEMENT INSTRUCTIONS

NCTE File #: Date: Property Address:
You are requested by the undersigned to disburse my/our proceeds the day of settlement for MD & DC properties and the day following your receipt of proof of first priority recordation of the new deed and/or deed of trust in VA, if any, receipt of all closing funds, and completion of all contract prerequisites:
I will pick up an escrow check <i>on the date of funding</i> . Please issue an escrow check payable to:
Please issue an escrow check payable to: and send it to: at the following address:
and phone
Please initiate a wire from the escrow (next business day) (A WIRE WILL ONLY BE PROCESSED FOR PROCEEDS THAT EXCEED \$100,000, AND A WIRE TRANSFER FEE IN THE AMOUNT OF \$35.00 WILL BE DEDUCTED FOR EACH WIRE):
[ATTACH VOIDED CHECK or DEPOSIT SLIP HERE]
Name & address of receiving bank:
ABA Number:
EXACT name on account to be credited:
Account number:
For further credit to:
Wires are sent one business day after settlement in MD and DC and on the day of recordation in VA, NOT closing. We make no representations concerning your bank's wire procedures; WE DO NOT SEND INTERNATIONAL WIRES.
[Signature][Signature]
Email address to send confirmation of wire transfer:

Seller Settlement Checklist

• INABILITY TO ATTEND SETTLEMENT (POWER OF ATTORNEY)

If any owner cannot be present at settlement to execute the Deed and other documents, special arrangements must be made prior to closing. A Power of Attorney may be used to transfer title. Specific language and form are required. If you have in your possession a Power of Attorney for a party that will not attend settlement, the original must be provided at settlement for recording in the public land records <u>and</u> a copy must be provided for review prior to settlement to ensure it meets all statutory requirements.

• PLEASE BRING THE FOLLOWING DOCUMENTATION TO SETTLEMENT

2. Final water meter reading if applicable.

1.	Photo identification (Driver's License or Passport: must be a form of state or
	federal government-issued photo identification)

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3.	Other:					