



Reputation First Title Agency
P (734) 432-0100 F (734) 432-0102 orders@rftitle.com
17199 N. Laurel Park Dr., Suite 100, Livonia, MI 48152

Payoff Request Authorization

Lender: _____ Date: _____
Lender's Address: _____ City/State/Zip: _____
Lender's Phone No: _____ Loan No: _____
PROPERTY ADDRESS: _____
(Address of Mortgaged Property)
REPUTATION FIRST TITLE AGENCY FILE NUMBER: _____

You are hereby requested to furnish the following information:

The above property has been sold:

- Your mortgage will be paid off.
Your mortgage will be assumed by buyer.
Your mortgage will not be paid off the property has been sold by Land Contract.

We require the following information:

Payoff amount as of ___/___/___ Please include the per diem rate and escrow balance.

Copy of Assignment of Mortgage.

Assumption letter including: Monthly payment, breakdown of monthly payment, interest rate and pre-payment penalty if any.

Amount of _____ City Taxes.
(year)

Amount of _____ County Taxes.
(year)

Escrow amount.

Freeze any future advance or home equity line of credit mortgage and close account upon receipt of full payment.

Borrower: _____ Borrower: _____
PRINT NAME PRINT NAME

Borrower Signature: _____ Borrower Signature: _____

Social Sec No: _____ - _____ - _____ Social Sec No: _____ - _____ - _____

PLEASE FAX TO: CLOSING DEPARTMENT AT (734) 432-0102