



Phone: (407) 447-9100

Fax: (407) 770-0200

www.pctitle.com

Checklist of Information to obtain from Seller at Listing Appointment

- Current mortgage payoff information
 - Latest mortgage statement
 - Need for first and second mortgage
 - If private mortgage (i.e. not an institutional bank), then need phone number and address of lender early on.
 - Obtain Signatures on estoppel letter request form for title company (See Attached form).
 - Is the loan in foreclosure or danger of going into foreclosure?
- Copy of title policy Seller received when the property was purchased.
- Copy of seller's latest survey of the property.
- Contact information for the seller:
 - Home Phone Number:
 - Cell Phone Number:
 - Work Phone Number:
 - Physical Mailing Address:
 - E-Mail Address(es):
- Contact information for the Homeowner's/Condominium Owner's Association
 - Management company?
- Contact information for any termite bonding company on the property
- Lease information if any tenants are in possession of the property
 - Copies of leases preferred
 - Contact information for all tenants
- Contact information for any home warranty company on the property.

REQUEST FOR MORTGAGE LOAN PAYOFF ESTOPPEL LETTER AND
AUTHORIZATION

Date: _____
(Listing Date)

To: _____
(Mortgage Lender's Name)

From: _____, Borrower(s)
(Sellers' Names)

RE: Loan No. _____
(Lender's mortgage loan number)

Secured Property Address: _____
(Property address being sold)

Borrower's Social Security Number: _____
(Sellers' Social Security Numbers)

Please let this serve as a formal written request pursuant to Section 701.04, Florida Statutes, for an estoppel letter setting forth the payoff amount for the unpaid principal balance (including late fees, charges, and other miscellaneous fees), interest due, and the *per diem* rate for the above-referenced mortgage loan. Please forward the estoppel letter by mail or telefacsimile to the following address and/or fax number:

Precision Closing Services, LLC D/B/A PCS Title
Facsimile: 407-770-0200

I/we also authorize the lender to discuss any aspect of this loan with any employee or agent of the above-referenced title company, including, but not limited to: Joseph E. Seagle, Dave Heine, Lori Freeman, or Tabetha Stokes.

Thank you for your prompt attention to this matter.

Sincerely,

Borrower Customer
(The sellers' signature is required)