



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

BANK: \_\_\_\_\_ TEL# \_\_\_\_\_ FAX# \_\_\_\_\_

BANK ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

**AUTHORIZATION LETTER:**

IN ORDER TO DETERMINE ACCURATELY, THE PROCEEDS FROM THE SALE OF MY HOME, I  
AUTHORIZE YOU TO GIVE \_\_\_\_\_ THE FOLLOWING INFORMATION.  
(OFFICE NAME)

**REGARDING MORTGAGE ACCOUNT # \_\_\_\_\_**

- A. CURRENT BALANCE DUE \$ \_\_\_\_\_ (AS OF THIS DATE)
- B. CURRENT MONTHLY PAYMENT \$ \_\_\_\_\_
- C. DATE LAST PAYMENT RECORDED \_\_\_\_\_
- D. ARE REAL ESTATE TAXES INCLUDED IN MORTGAGE PAYMENT? YES \_\_\_\_\_  
NO \_\_\_\_\_ IF YES, WHEN WERE THEY LAST REMITTED? \_\_\_\_\_
- E. IS THIS A FIRST OR SECOND MORTGAGE? 1<sup>ST</sup> \_\_\_\_\_ 2<sup>ND</sup> \_\_\_\_\_ "OTHER" \_\_\_\_\_  
(PLEASE EXPLAIN) \_\_\_\_\_
- F. WHAT IS THE ESCROW BALANCE AS OF THIS DATE? \$ \_\_\_\_\_

THANK YOU FOR YOUR PROPMT ATTENTION TO THIS MATTER. PLEASE FAX THIS INFORMATION  
TO \_\_\_\_\_ FAX# \_\_\_\_\_  
(OFFICE NAME)

SINCERELY,

\_\_\_\_\_ (SIGNATURE) S.S. # \_\_\_\_\_

\_\_\_\_\_ (PLEASE PRINT)

\_\_\_\_\_ (SIGNATURE) S.S. # \_\_\_\_\_

\_\_\_\_\_ (PLEASE PRINT)