



West Virginia Offices  
Charles Town and Martinsburg

Virginia Offices  
Winchester and Ashburn

Dear Borrower:

We are the Settlement Attorney handling the closing of the refinance of your property. Please complete, sign, and return the enclosed form, as soon as possible via fax or email.

In order to better serve our clients, we have several office locations. When your closing appointment is scheduled, please be sure to confirm at which location it will occur to avoid any confusion on closing day.

Please let us know if you have any questions or concerns. We appreciate your business.

Thank you,

Briel PC Attorneys

Enclosure



**REFINANCE INFORMATION**

**Owner/Borrower #1 Name** \_\_\_\_\_  
Marital Status: Single \_\_\_\_\_ Married \_\_\_\_\_ Divorced \_\_\_\_\_ Widow/Widower \_\_\_\_\_

**Owner/Borrower #2 Name** \_\_\_\_\_  
Marital Status: Single \_\_\_\_\_ Married \_\_\_\_\_ Divorced \_\_\_\_\_ Widow/Widower \_\_\_\_\_

Current Address: \_\_\_\_\_

Is Refi property "Owner Occupied" or "Rental/Investment": \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

**Owner/Borrower#1** Social Sec. # \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Owner/Borrower#2** Social Sec. # \_\_\_\_\_ Cell Phone \_\_\_\_\_

or Tax ID # if Owner/Borrower is an LLC, Corporation, etc.: \_\_\_\_\_

Email address: \_\_\_\_\_

**List all loans being paid off with this Refinance (Mortgages/Equity loans, etc.):**

Lender Name: \_\_\_\_\_

Lender Phone Number: \_\_\_\_\_

Loan Number: \_\_\_\_\_

Lender Name: \_\_\_\_\_

Lender Phone Number: \_\_\_\_\_

Loan Number: \_\_\_\_\_

I/We do hereby authorize the release of any and all payoff inquires to Briel PC Attorneys. If the loan is an Equity/Credit Line, please freeze the account upon issuing the payoff statement.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature) \_\_\_\_\_ Date

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature) \_\_\_\_\_ Date