



Kushner & Marano, P.C.

450 Lexington Street Newton, MA 02466

Congratulations on your refinance. We represent the Lender and will prepare and go through the mortgage documents with you at the time of closing. In order to expedite the process and prepare for closing, it is important that you to fill out this form and fax the items listed below as soon as possible. Kindly fax the documents to: **617-244-1772**. When faxing this form back with the requested items, no cover sheet is necessary.

1. Copy of recent tax bill, if available; and
2. Copies of current mortgage statements, including home equity lines

Once we have been notified by the Lender that your file is cleared to close, we will contact you to arrange a convenient time to close the loan. We will also advise you of any funds you may need to complete the transaction. You must bring CERTIFIED or BANK CASHIER'S CHECKS made payable to yourself for these funds. In some cases, personal checks of \$500.00 or less may be acceptable.

Failure to fax the information in a timely manner may cause a delay with your closing. If you have any questions or comments relative to the loan transaction, please do not hesitate to contact me.

Very truly yours,

Lynn A. Sementelli
Attorney at Law

Borrower(s) Name: _____

Insurance Agent
Name: _____

Tel: _____