

[DOCUMENTQUERY "EXEC DocsCC\_NationalDocs '~ASKVALUE @GFNo~' "]

**AUTHORIZATION TO RELEASE PAYOFF INFORMATION AND/OR  
TO CLOSE AND TERMINATE LINE OF CREDIT**

To: \_\_\_\_\_

DATE: \_\_\_\_\_

CUSTOMER NAME: \_\_\_\_\_ [IF SellerFormalName <> ""][INSERTDOC  
CcInsSellerFNComma.rtf][ELSE][INSERTDOC CcInsBuyerFNComma.rtf][ENDIF]

ACCOUNT NUMBER/LOAN NUMBER: \_\_\_\_\_

PROPERTY ADDRESS IS: \_\_\_\_\_ [INSERTDOC AaInsPropertyInfo.rtf]

I/We authorize you to release payoff information on our loans and or accounts to Wayne County Title Agency, Inc. at their request. This information may include principal balance, interest due, late charges or penalties, cancellation charges, and per diem interest figure. You are further authorized to transmit this information by fax, upon request.

**In the event this loan is secured by a Mortgage allowing for advances of a credit line, please be advised that this letter authorizes you to freeze the referenced credit line upon issuance of your payoff (demand). If you require further authorization, please contact the undersigned immediately. Payment pursuant to your payoff (demand) will eliminate any security interest you have in the property in question. In order to avoid unsecured additional advances the account must be frozen upon issuance of your payoff (demand). If you make any additional advances they will not be secured by the subject property. We will be completing an escrow/closing transaction involving a new owner or lender in reliance on the release of your security interest in the property. Upon payment you will be obligated to issue a release of the Mortgage securing the line of credit.**

**You are hereby authorized to close my/our line of credit referenced above and cancel this loan in full and to satisfy any existing mortgages recorded against our real estate. All checks and credit cards or bank machine cards issued have been destroyed.**

A faxed copy or photocopy of this authorization will serve as if it were the original authorization.

\_\_\_\_\_  
Borrower

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Borrower

\_\_\_\_\_  
Social Security Number

Wayne County Title Agency, Inc.  
141 E. Liberty Street  
Wooster, OH 44691  
330-262-2916

**LETTER OF AUTHORIZATION AND NOTICE**

TO: \_\_\_\_\_  
Lender

\_\_\_\_\_  
Address

FROM: [IF SellerFormalName <> ""][INSERTDOC CclnsSellerFNComma.rtf][ELSE][INSERTDOC  
CclnsBuyerFNComma.rtf][ENDIF]  
\_\_\_\_\_  
Borrower/Seller

RE: Loan No. \_\_\_\_\_

Property Address: [INSERTDOC AalnsPropertyInfo.rtf]  
\_\_\_\_\_

The undersigned hereby authorizes you to close and immediately terminate the above referenced credit line account upon receipt of this notice.

I/we agree to pay any charges pending that may not be reflected on the demand for payoff issued to the title insurance agency/company and I/we agree to cease activity on this account including but not limited to the issuance of checks or by taking further advances on this account.

Upon receipt of funds representing payment in full, you are to forward the full satisfaction of mortgage pursuant to ORC 1321.58(F) to:

[MergeField PropCountyName] County Recorder, as per their instructions.

The original Note should be sent to the borrower (s) marked, "Paid in Full".

In the event that you choose to record the Satisfaction/Release please have a copy of the recorded Satisfaction or Release mailed to the above referenced office of the title agency/company.

\_\_\_\_\_  
Borrower/Seller Date

\_\_\_\_\_  
Borrower/Seller Date