



Corporate Headquarters 400 Skokie Blvd., Suite 380, Northbrook, IL 60062

Loan No.: _____
Borrower: _____
Escrow No.: _____
Order No.: _____

PAYOFF COVER LETTER and AUTHORIZATION TO CLOSE ACCOUNT

Enclosed is our check in the amount of \$ _____ for the cancellation of the indebtedness secured by the property noted above. This indebtedness is secured by documents, as noted on the following page, recorded/filed as document no(s)

It is the direction and request of your borrower(s) that the debt be paid off, their account closed and terminated, and the security documents cancelled and released of record.

In the event that our funds are insufficient to satisfy the outstanding indebtedness, we, as agent for your borrower(s), hereby direct you to deposit our draft or check immediately and apply the monies as a partial payment against the unpaid balance. Your borrower(s) hereby affirm responsibility for any unpaid balance. In any and all events, INCLUDING REVOLVING CREDIT, you are directed by your borrower(s) to terminate and cancel the credit agreement and NOT TO EXTEND FURTHER CREDIT THEREUNDER. Third parties (e.g., lenders secured by and purchasers of the property) are relying on your compliance.

If you are unable to comply with the foregoing you must notify us immediately.

Please direct the county recorder to forward the recorded release deed and any other recorded documentation to the following address:

**PROPER TITLE, LLC.
400 SKOKIE BLVD. SUITE 380
NORTHBROOK, IL 60062**

In the event that you do not customarily record release deeds, kindly forward the same and any other documentation which you may wish to be recorded to Proper Title, LLC. at the above address.

Please note that any refund checks for excess interest or escrow account funds should be delivered to your borrower.

Your prompt attention to this matter is appreciated.

Sincerely,

Borrower (s): _____

Escrowee _____