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We represent your lender and will be handling the closing for your refinance of the above-referenced property. In order for the closing to go as smoothly as possible, we need your assistance.

On the REFINANCES page of this website, please select “Provide your contact information” and submit the requested information. Please provide an e-mail address so that we can keep you updated on your closing. Of course, if you prefer to call us with the information, we will be glad to take your call.

Below is a Closing Checklist with a list of items that you are responsible for as you prepare for the closing. Additional information that will be helpful in preparing for the closing follows the checklist.

Your timely response will greatly assist us in preparing for your closing. If you have any questions, please contact us.

Sincerely,

Reynolds Law Offices

Mailing address: P.O. Box 357, South Lancaster, MA 01561  
Office locations: 111 Main Street, Lancaster, MA ▪ 615 South Street, Fitchburg, MA  
Phone: 978-365-7322 ▪ 978-342-1193 ▪ Fax: 978-368-1161

## CLOSING CHECKLIST

### Things you can do right now

- Submit your contact information on the REFINANCES page .....
- Verify the spelling of your name in the letter we sent you .....
- Verify the address of the property in the letter we sent you .....
- Verify the legal description of the property enclosed with the letter we sent you .....
- Send us a copy of your last tape survey (if available) .....
- Let us know if you want us to prepare a Declaration of Homestead .....

### Mortgage payoff(s)

- Send the Mortgage Payoff Authorization form to us (a link to this is on the REFINANCES page) .....
- Make the last mortgage payment(s) at least 7 days prior to the closing .....
- Terminate automatic withdrawal of payments .....
- For an equity credit line: obtain a letter from the lender stating that the account has been frozen .....
- Let us know after you make your last mortgage payment(s) .....

### Condominiums

- Obtain a Certificate of Insurance from the condo association .....
- Obtain a 6d Certificate from the condo association .....

### Things to do once you get the final approval from your lender

- Contact us to schedule the closing .....
- Obtain an updated insurance binder (not if condo) .....
- Let us know the amount of the insurance premium (not if condo) .....

### The closing

- Obtain a bank check (if there is a balance due of more than \$1,000) .....
- Bring government issued photo ID .....
- Bring your checkbook in case of last minute changes .....

## PREPARING FOR YOUR CLOSING

### **Mortgage payoff information**

We need to obtain a payoff for each mortgage that you have on the property. A Mortgage Payoff Authorization form is available by selecting “Provide mortgage payoff authorization” on the REFINANCES page. Please fill it out, print it, sign it, and return it to us **as soon as possible**. Please provide account information for all mortgage loans, including any equity credit line or home improvement loans.

If you have an escrow account for the loan being paid off, you may want to verify whether the lender will deduct the escrow balance from the payoff, or refund it to you after the loan is paid off.

If a payment is due on your mortgage close to the date of the closing, please make sure that the lender **receives** the payment at least seven (7) days prior to the closing. When deciding whether you need to make a final payment, please keep in mind that the lender will receive the payoff check by overnight delivery the business day after the loan disburses. If the property is your primary residence, due to the rescission period (see Rescission Period below) the loan will disburse on the fourth (4<sup>th</sup>) business day after the closing. If the property is not your primary residence, the loan will disburse the day after the closing.

If you have an FHA mortgage, the lender will charge interest to the end of the month in which they receive the payoff check. In order to minimize overlapping interest payments, it is generally a good idea to schedule the refinance closing in the third week of the month. **Please let us know if your mortgage is an FHA mortgage.**

If you have an equity credit line on the property, please ask the lender to close the account prior to the closing. You do not need to pay off the account - we will do that at the closing - but **we must have written acknowledgement from the lender that they have closed the account** and will not honor any additional checks written on the account. If you do not intend to close the equity credit line, you must get approval from your new lender and will need to obtain a subordination agreement from the equity credit line lender. We must have the subordination agreement in our possession prior to the closing.

If you have a mortgage with a non-institutional lender (anyone other than a bank, mortgage company or credit union), we must have a discharge of the mortgage in our possession at closing.

### **Insurance**

Unless the property is a condominium (see Condominium below) please obtain a new insurance binder from your insurance agent, listing your new lender as the mortgagee. Please contact your new lender, or consult their commitment letter, for specific instructions on the mortgagee clause. The amount of insurance coverage should be at least equal to the amount of your new mortgage loan OR the policy must have a replacement cost endorsement.

Please ask your insurance agent to fax the new insurance new binder to us at least four (4) days prior to the closing.

**When you contact us to schedule the closing, please let us know the amount of the insurance premium and the effective dates of the policy.**

### **Condominium**

If the property is a condominium, please obtain a 6d Certificate from the condominium association to establish that the condo fees are current.

Instead of obtaining insurance coverage as discussed above under Insurance, you will need to obtain a Certificate of Insurance from the condominium association that shows the amount of coverage on the building(s), lists you as the owner of the unit, and lists your new lender as the mortgagee for the unit, as discussed above under Insurance.

Your lender may also require that you obtain a condominium owner's policy of insurance (HO-6 policy) that insures the interior of the condominium. Check with your lender to see if this is a requirement.

### **Rescission Period**

If the property is your primary residence, there is a three (3) business day rescission period after the closing, with Saturday counting as a business day. Because of this, the loan will not disburse until the fourth (4<sup>th</sup>) business day after the closing. No disbursements can be made until that day. **Please consider this rescission period when scheduling the closing and timing your final payment(s) on your existing mortgage(s).**

### **Real estate tax bill**

With some properties (not common) the town has split the property into two or more tax parcels and issues two or more tax bills each billing period. If this is the case for your property, please let us know so that we can be sure to get accurate tax information from the town.

### **Declaration of Homestead**

Please refer to our article (the link is on the REFINANCES page of our website) explaining the benefits of the Declaration of Homestead. If the property is your primary residence, please let us know if you would like us to prepare a Declaration of Homestead. If you have previously claimed a homestead on this property, the refinance will not affect your existing homestead rights.

### **Scheduling**

Once you have received final loan approval from your lender, please call PATTI at our office to schedule the closing. She will verify that the lender is ready to close and then coordinate the closing place and time with you.

We have office locations in Lancaster, Fitchburg, and Acton. When calling to schedule, please let us know which location is most convenient for you.

### **Funds Due From/To You**

Once we have final instructions from your lender we will send you a copy of the settlement statement (if we have your e-mail address) and will call you with the exact amount of the funds to be disbursed to, or collected from, you. This is usually the day before the closing. All payoffs and closing costs will be paid by us out of the refinance loan funds. If there is a balance due to you, this balance will be disbursed to you on the disbursement date, as explained above under Rescission Period. The proceeds check will be drawn on our escrow account with Clinton Savings Bank. If there is a balance due from you, a personal check will be accepted for any amount under \$1,000. If over \$1,000, please obtain a bank check. If bringing a bank check, the check should be made payable either to yourself (you will sign it over to us at the closing) or to Reynolds Law Offices. If there are last minute changes to any of the figures, we will accept a personal check for any balance due from you. Please make sure to have your checkbook with you at the closing.

**The balance due to/from you is often substantially different than originally anticipated.** In estimating this balance, please remember these points: (a) Depending on the timing, you will have either one or two months during which there is no mortgage payment made to any lender. Interest and escrow payments for this period will be included in the funds due from you at the closing. These are not extra costs, just a matter of timing; (b) If the escrow balance with your current lender is not deducted from the payoff, you will receive a check from them after the closing. However, you will fully fund the escrow account with the new lender at the time of the closing.

### **Special circumstances**

If there are special circumstances that we should be aware of, please inform us as early as possible. We will make every effort to accommodate your needs.