

Lender:  
Address:  
Phone #  
Fax #:

RE: Property Address:  
Mortgage:  
Loan #:

Dear Sir or Madam:

Please be advised that I/we wish to pay-off the referenced loan in connection with a pending transaction affecting the captioned property and your loan identified above will be paid off as part of closing that transaction.

I/we authorize and direct you to **fax to** Lakeside Title L.L.C., 102 S. Mitchell St., Ste. B Cadillac, MI 49601, phone number 231-775-1148, **fax number 231-775-0838**, your pay-off statement or demand stating the pay-off amount that will be due you on \_\_\_\_\_ With the daily per diem which may become due if the closing does not occur until a later date. Please provide the per diem information to cover a thirty-day period after the above date. **You are also authorized to include in the payoff any fax fees that may be charged.**

**IMPORTANT INSTRUCTIONS TO EQUITYLINE OR FUTURE ADVANCE LENDERS**

You are instructed and directed as follows:

1. If the above loan permits or directs you to make future advances, immediately, upon receipt of this letter or a fax or Email copy hereof, you are to freeze the above loan account making no further advances and are directed not to make or permit to be made any further disbursements or advances that will increase the amount owed on the above Referenced loan.
2. If I/we are required to execute a specific document or documents to freeze or close the loan account secured by the above mortgage you are to notify me and Lakeside Title L.L.C. and not submit the pay-off statement to Lakeside Title L.L.C. until the necessary documents to freeze and close the account have been provided to you and the account has been frozen or closed.
3. You are to record a discharge of the mortgage upon receipt of the pay-off amount required by the pay-off statement.

Lakeside Title L.L.C., its title insurance underwriter and the proposed insureds in the title insurance commitment issued in anticipation of the above mentioned transaction will rely upon the above loan account being frozen as of the date you provide the payoff statement to it and that the mortgage will be discharged within 90 days after you have received the payment of the amount required in your payoff statement. Lakeside Title L.L.C., its title insurance underwriter and the insureds in the title insurance policy that may be issued are third party beneficiaries of these instructions, therefore you may only accept and act upon a modification of these instructions by me/us if you have obtained the written consent of Lakeside Title L.L.C.

\_\_\_\_\_  
Borrower

\_\_\_\_\_  
Co-Borrower

SSN# \_\_\_\_\_

SSN# \_\_\_\_\_

**\* If the social security number is not provided payoff information can not be obtained from your lender.**