

## **CLOSING INFORMATION**

***This information to be sent to the attorney assigned to the file at time of registration.***

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

Fax Number: \_\_\_\_\_

Regarding: \_\_\_\_\_

### **PLEASE NOTE**

1. Insurance binder or evidence of insurance for one year, and paid receipt are to be faxed as soon as possible to bank's attorney. The Ridgewood Mortgage Clause is:

**Ridgewood Savings Bank, ISAOA  
1981 Marcus Avenue, Suite 110  
Lake Success, New York 11042**

If the property is a condominium, please reference the borrowers' name(s) and unit number on the HO6 insurance. HO6 insurance is not needed for Cooperatives.

2. **At closing:** need two (2) forms of ID, one government issued photo ID (driver's license or passport), second ID must have signature (credit card, social security card, etc.).
3. **All payoffs (if required):**  
For banks, car loans, etc., will require a payoff letter.  
For Home Equity Payoffs, the payoff letter should state account has been frozen.  
For Credit Card Payoffs, the last current statement is needed.
4. **Biweekly loans:** if first payment is to be collected at closing, the check (may be a personal check) must be made payable to Ridgewood Savings Bank and cannot be combined with any other checks made payable to Ridgewood. This separate check will be deposited into a new or existing checking account.
5. Tax escrows, short term interest, or other bank related fees can be personal checks made payable to Ridgewood Savings Bank.
6. **For broker fees:** please contact your Mortgage Broker for a complete list of fees due at closing. **In addition, please confirm what form of check the broker will accept.**
7. If there is an escrow hold back (for work, C/C, C/O, etc.), this check must be certified (if not paid from proceeds) and made payable to the bank's attorney.
8. Bank's attorney fee **must** be paid with certified check, bank check or money order, if not paid from proceeds.
9. If there is a power of attorney, satisfaction of mortgage, subordination agreement, or assignment of documents, these documents must be preapproved by Bank's counsel and all originals must be at closing. **FOR BIWEEKLY LOANS WITH POWER OF ATTORNEY, THE SIGNATURE CARDS TO OPEN THE ACCOUNT MUST BE SIGNED PRIOR TO CLOSING.**
10. If official checks are needed for a closing, please e-mail or fax a list not later than 24 hours before closing. We cannot certify funds at the closing.

**THANK YOU**