



AUTHORIZATION TO CLOSE HOME EQUITY LINE(S) OF CREDIT

PLEASE READ BEFORE SIGNING

Do not submit this authorization until all outstanding checks, drafts, transfers, automatic payments, and other transactions have been paid and cleared.

Any item presented after the account is closed will be returned unpaid. Guardian Savings Bank ("Guardian") will have no obligation to honor the item.

A \$250.00 recapture fee will be charged if the account is closed within the first three (3) years after opening per the terms of the loan agreement*. This must be paid prior to account closure.

WHAT THIS REQUEST DOES

- This request directs Guardian to permanently close the Home Equity Line of Credit identified below.
- Closure terminates all further access to available funds and advances under the account.
- The account will be closed the following business day after all amounts due have been paid in full.
- After the account is closed and all obligations are satisfied, Guardian will process the release or satisfaction of the mortgage lien in accordance with applicable law.

ACCOUNT CLOSURE REQUEST

☐ Please close the Home Equity Line(s) of Credit identified below:

ACCOUNT HOLDER ACKNOWLEDGMENT

By signing below, each account holder acknowledges, represents, and agrees that:

- All outstanding checks, drafts, transfers, automatic payments, advance requests, and other transactions have been paid and cleared. Guardian is authorized to return as unpaid and dishonored any item presented after closure.
- All unused checks issued for the account have been destroyed or returned to Guardian. No additional transaction or advance will be initiated after this authorization is signed.
- All amounts due are paid in full, including principal, accrued interest through the date funds are received and applied, fees, costs, and any other obligations under the account documents.
- If the account is closed within the first three (3) years after opening, a recapture fee of Two Hundred Fifty Dollars (\$250.00) has been or will be paid prior to account closure*.
- If any payment is reversed, returned, dishonored, or otherwise unavailable, or if an additional amount becomes due before closure is completed, the account holder(s) remains responsible for immediate payment of the resulting balance before account closure.
- Guardian Savings Bank may rely upon this authorization as the final and complete direction concerning closure of the account. Each signer represents that the signer is an authorized account holder.

*****Physical Signature is required for account closure requests. Electronic signatures will not be accepted unless directly authorized and initiated by Guardian.**

Account Holder Signature: _____ Date: _____

Additional Account Holder Signature: _____ Date: _____

RETURN COMPLETED FORM

Email: customerservice@guardiansavingsbank.com | Fax: 513-741-6255
Mail: Guardian Savings Bank, 2774 Blue Rock Road, Cincinnati, OH 45239