



# EASTERN

## TITLE & SETTLEMENT

Date:

Property Address:

Buyer Agent Email:

**THANK YOU FOR YOUR BUSINESS!** Eastern Title & Settlement looks forward to working with you on this case and on future transactions. In order to provide you with the best possible settlement experience, please use the following contact information when communicating with Eastern Title & Settlement regarding your settlement:

**Telephone No.:** 240.403.1285

**Please email to:** [orders@easterntitle.net](mailto:orders@easterntitle.net)

Eastern Title & Settlement has communicated with the purchasers, sellers and listing agent informing them that Eastern Title & Settlement will be conducting the settlement and inviting them to contact this office with any questions. Eastern Title & Settlement will also be working closely with the lender to make sure that all necessary steps are taken in a timely manner.

Please fax back to **301.576.5100** or email this form **[orders@easterntitle.net](mailto:orders@easterntitle.net)**.

Eastern Title & Settlement welcomes calls from you at any time and appreciates being notified of any changes or potential problems, as soon as possible, so that we may resolve any issues before they become problems. If there is any other information you think Eastern Title & Settlement should have, please provide the same to your processor as reflected above as soon as possible. Be assured that Eastern Title & Settlement will make every effort to accommodate you and your clients, and to help you cultivate referrals from your clients.

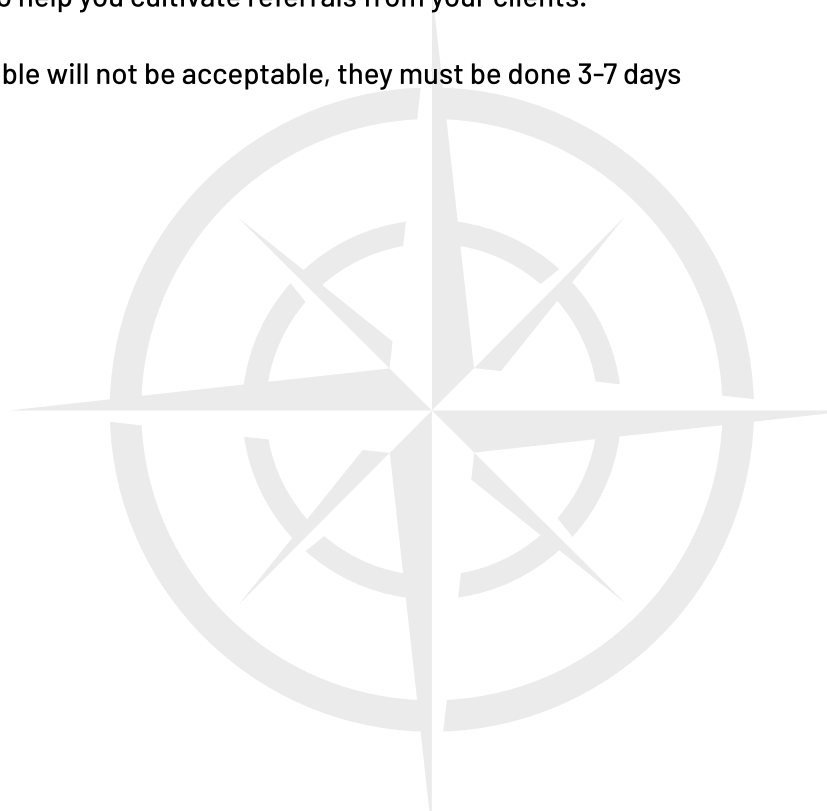
Due to the changes from TRID, any adjustments at the table will not be acceptable, they must be done 3-7 days prior to settlement with lender and title company.

We look forward to seeing you at settlement!

Very truly yours,

Josh Greene  
President

1335 Rockville Pike, Suite 340  
Rockville, MD 20852  
Office: 240.403.1285 / Fax: 301.576.5100





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### BUYER AGENT CHECKLIST

**DUE TO THE RECENT WIRE FRAUD SCAMS, OUR OFFICE WILL CONTACT THE BUYER VIA PHONE TO CONFIRM OUR WIRING INSTRUCTIONS.**

Commission: \_\_\_\_\_

Processing/Administrative Fee: \_\_\_\_\_

Will buyers occupy property? \_\_\_\_\_

Pest Inspection: Y/N company: \_\_\_\_\_ \$ \_\_\_\_\_

Home Warranty \$: \_\_\_\_\_ Company: \_\_\_\_\_ pd. by buyer or seller

Contact Information for Buyer: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Settlement Date & Time: \_\_\_\_\_

Address of Settlement: \_\_\_\_\_

Contact Information for buyer's lender: \_\_\_\_\_

Agent Credit: \_\_\_\_\_

Seller Credit: \_\_\_\_\_

License ID: \_\_\_\_\_

NMLS ID: \_\_\_\_\_

Please let me know of any other information that might be helpful in making the process of this transaction go smoother.

Thank you,

Josh Greene

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Rockville, MD 20852  
Office: 240.403.1285 / Fax: 301.576.5100

