



# EASTERN

TITLE & SETTLEMENT

Date:

Property Address:

Buyer Email:

Dear Buyer:

Congratulations on the purchase of your home and thank you for choosing Eastern Title & Settlement to conduct the closing. We are committed to providing you with a pleasant and efficient settlement experience.

Your file has been assigned to Eastern Title & Settlement for processing and completion. We can be reached via telephone at **240.403.1285** or via email at **orders@easterntitle.net**. Your closing has been tentatively scheduled. As this date approaches we will coordinate with all of the parties to determine the precise date, time and location. In the interim, please do not hesitate to contact us with any questions or concerns.

A detailed title abstract has been ordered which will give us essential information about your new property. You will be contacted upon receipt if there are any issues or questions which require your assistance. In addition, in order to assure a smooth transaction, please complete and return the attached information request as soon as possible.

Please return this form as soon as possible, so we can finalize a closing date. Again, thank you for choosing Eastern Title & Settlement, we look forward to working with you. Please feel free to contact us at any time with any questions or concerns you may have.

Very truly yours,

Josh Greene

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





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### BUYER SETTLEMENT CHECKLIST

Please provide with the following information in order that we might be thoroughly prepared for settlement:

**Tenancy: Please choose one**

- Sole (one person holding title)
- Joint Tenants with rights of survivorship (two or more people holding title with the intent that upon their death, their interest in the property pass directly to the other owners and not into their estate)
- Tenants in Common (two or more people holding title with devisable interests that upon their death, passes into their estate for probate and not directly to the other owners)
- Tenants by the Entirety (title held by a married couple with rights of survivorship)

**Occupancy: Please choose all that apply**

- Owner occupied
- First time homebuyer
- Investment property which is to be only tenant occupied
- Owner occupied with five (5) or fewer dwelling units (DC)
- Owner occupied with five (5) or more dwelling units (DC)
- Property to be used for a business purpose
- Mixed use (owner, tenant, and commercial business occupied)

**Will all buyers be attending settlement?**

- Yes
- No ( if all buyers will not be attending settlement please contact our office to make arrangements)

**Please provide the following information before settlement:**

- Your social security number(s): \_\_\_\_\_
- Your marital status:     Single             Married             Other \_\_\_\_\_
- Your homeowners' insurance policy with a one year paid receipt (not applicable to condo purchases)
- Do you want to order a survey?             Yes             No
- The name of your new lender: \_\_\_\_\_
- Loan Officer: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_





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## BUYER SETTLEMENT CHECKLIST (CONTINUED)

**Please bring the following documentation with you to settlement:**

- \_\_\_\_\_ Photo Identification (Driver's License, Employment I.D., etc.)
- \_\_\_\_\_ Any documents required by your lender relative to your loan commitment (i.e., original gift letter, credit explanation letter, etc.)

**PLEASE PROVIDE ALL INFORMATION AS SOON AS POSSIBLE**

## PRIVACY AUTHORIZATION

Buyer Name:

Current Address:

Purchase Property Address:

Let this letter serve as my/our instruction and authorization for Eastern Title & Settlement, with the permission to share my information with all parties of this transaction. We will not hold Eastern Title & Settlement responsible for supplying this information as part of the closing.

\_\_\_\_\_  
Borrower (please print name)

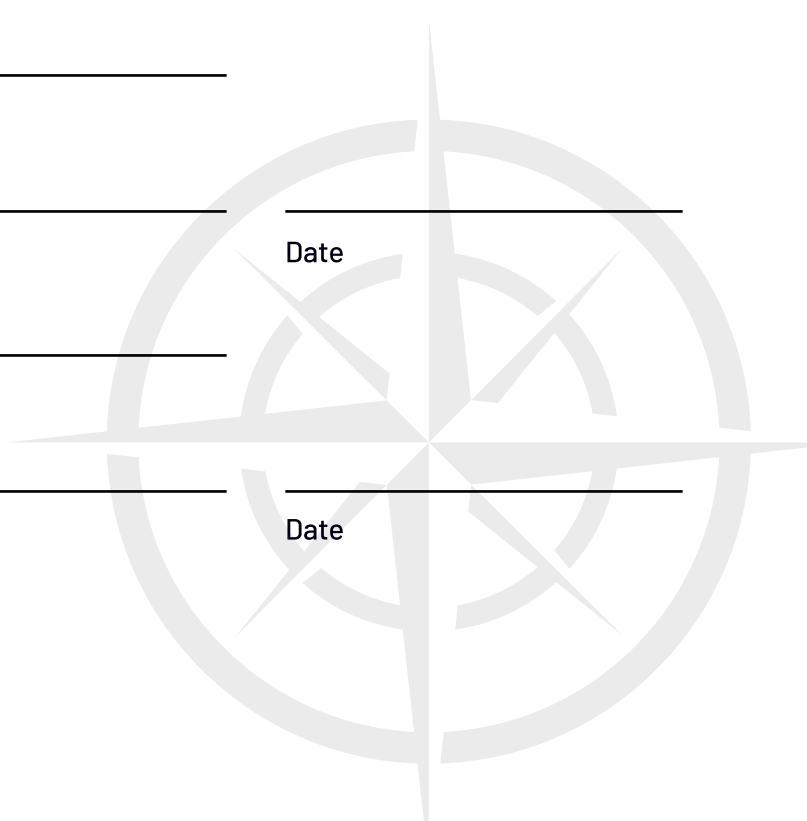
\_\_\_\_\_  
Borrower Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Borrower (please print name)

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

\_\_\_\_\_  
Date





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## WIRE INSTRUCTIONS

BANK NAME:

ABA:

FOR CREDIT TO:

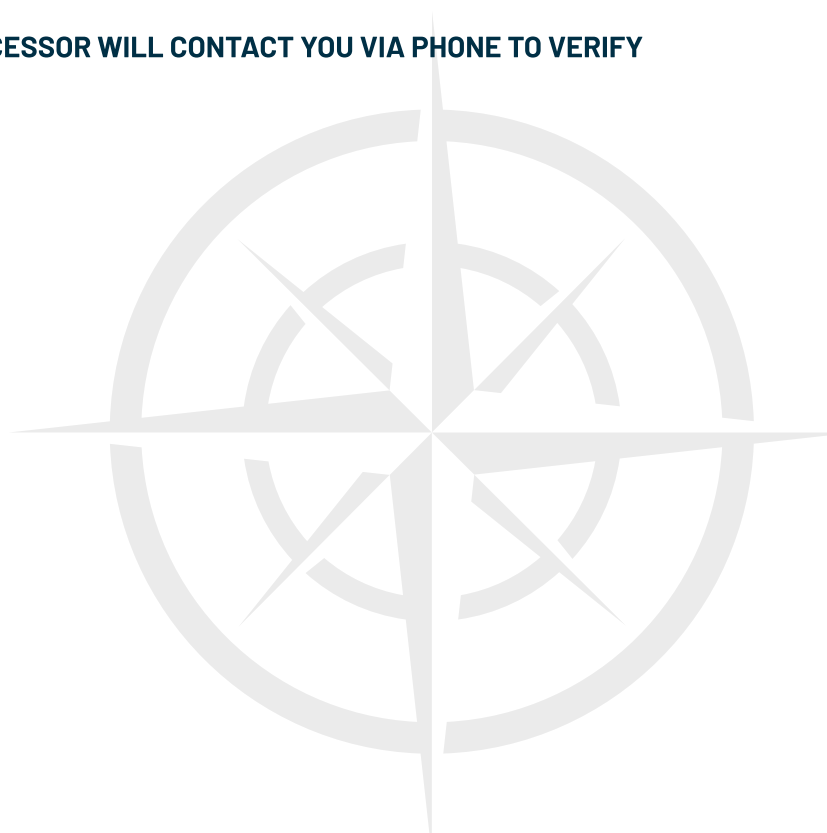
ACCOUNT NUMBER:

**BORROWER'S (AND CO-BORROWER'S) NAME(S) MUST APPEAR ON ALL WIRES TO INSURE PROPER CREDIT AND TO AVOID DELAY.**

**\*\*\*OUR OFFICE WILL ONLY ACCEPT A WIRE FOR ANY TRANSACTION.  
CERTIFIED FUNDS ARE NOT ACCEPTED.**

**DUE TO THE CURRENT WIRE FRAUD SCAMS, YOUR PROCESSOR WILL CONTACT YOU VIA PHONE TO VERIFY THE LAST FOUR DIGITS OF THE ACCOUNT NUMBER.**

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## CONFIRMATION OF WIRING INSTRUCTIONS

I have spoken to Josh Greene at Eastern Title & Settlement to confirm the wiring instructions for my settlement. I understand that I will not be contacted again, via email, to change or correct the original wiring instructions.

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Borrower (please print name)

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Borrower Signature

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Date

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Co-Borrower (please print name)

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Co-Borrower Signature

---

Date

\*\*\* After the verification call, please return this form via email or fax to your processor at Eastern Title & Settlement.

