



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

We have communicated with the purchaser's and the buyer's agents, informing them that Eastern Title & Settlement will be conducting the settlement and inviting them to contact this office with any questions. We 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**.

We welcome calls from you at any time and appreciate 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 we will make every effort to accommodate you and your clients, and to help you cultivate referrals from your clients.

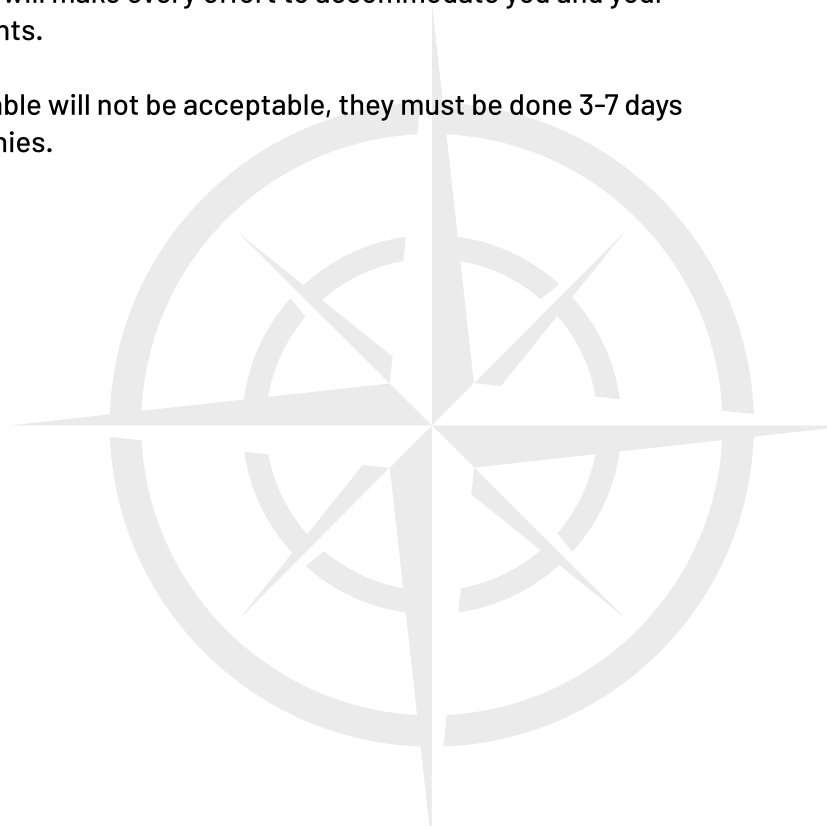
Due to the changes from TRID, any adjustments at the table will not be acceptable, they must be done 3-7 days prior to settlement with with the lender and title companies.

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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LISTING AGENT CHECKLIST

Commission Split: _____ (buyer's agent) _____ (listing agent)

Processing/Administrative Fee: _____ \$ _____

Pest Inspection: Y/N company: _____

Home Warranty: \$ _____ company: _____ pd. by buyer or seller

Settlement Date & Time: _____

Address of Settlement: _____

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

