



EASTERN

TITLE & SETTLEMENT

Date:

Seller Name:

Seller Address:

Seller Email:

Dear Seller:

Thank you for choosing Eastern Title & Settlement to handle the details in the sale of your property. We will work with you, your realtor, lender and other parties to ensure a smooth settlement.

Questions regarding your settlement?

Please use the following contact information for Eastern Title & Settlement when calling regarding your settlement:

Telephone No.: 240.403.1285

Please email to: orders@easterntitle.net

What will Eastern Title & Settlement do for me?

Under supervision of our counsel, we will prepare your deed and other documentation required for the transfer of title to your property. Our staff will obtain payoffs of your existing loans secured by your property, obtain information from your homeowner's association to ensure all obligations have been paid, and will otherwise cooperate with the settlement agent affecting the sale of your property.

When will settlement occur?

We will work with your real estate agent, the settlement agent and other parties in the settlement to arrange a mutually convenient day and time for settlement. Your settlement is tentatively scheduled. If you are purchasing property within one week of the scheduled settlement date, please give us information regarding that settlement so that we may arrange for transfer of net proceeds.

What should I bring to settlement?

- 1) Photo identification (e.g., driver's license or passport)
- 2) If funds are to be wired to your account, please provide a voided check.

Do you need any information from me at this time?

Enclosed please find an information form that will aid our staff in preparing your settlement documents. This form will aid us in ensuring your names are set forth properly in your documentation and in obtaining information from third parties as necessary in the settlement process. If you require special documentation, such as a power of attorney, please contact us prior to settlement to prepare and/or to obtain approval

1335 Rockville Pike, Suite 340
Rockville, MD 20852

Office: 240.403.1285 / Fax: 301.576.5100



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When will my funds be disbursed?

Eastern Title & Settlement will process the disbursement of your settlement funds quickly and efficiently. In most cases, funds will be available the same day, but if for some unforeseen reason, we do not have everything we need to disburse, funds will be available the next business day. If you are planning on attending settlement on another property within one business day of settlement, please provide the details of that settlement, so that we may coordinate the transfer of funds to the settlement agent. Our staff can wire transfer funds directly to your account if you provide a voided check; the net proceeds can be mailed pursuant to your instructions; or you can arrange to pick up the funds after settlement.

We look forward to working with you and making the sale of your property an informative and enjoyable experience.

Please provide Eastern Title & Settlement with the following documents/information in order that we might be thoroughly prepared for settlement:

Ownership by an Estate (fee simple owner deceased):

_____ Name and telephone number of the attorney who handled the estate probate

_____ Name: _____ Telephone: _____

_____ Copy of the death certificate

_____ Copy of the Last Will and Testament

_____ Letter of Administration

_____ Proof of publication for creditors

_____ Proof of payment of estate and inheritance taxes (if applicable)

_____ Other: _____

Ownership by a Corporation, Partnership or Limited Liability Company

_____ Copy of the Articles of Incorporation (Please let us know ahead of time if you are not a MD entity, due to MD withholding)

_____ Corporate Certificate of Good Standing issued within 6 months of settlement

_____ Proof of payment of current year's Corporate Franchise Tax

_____ Corporate Resolution authorizing sale of real property

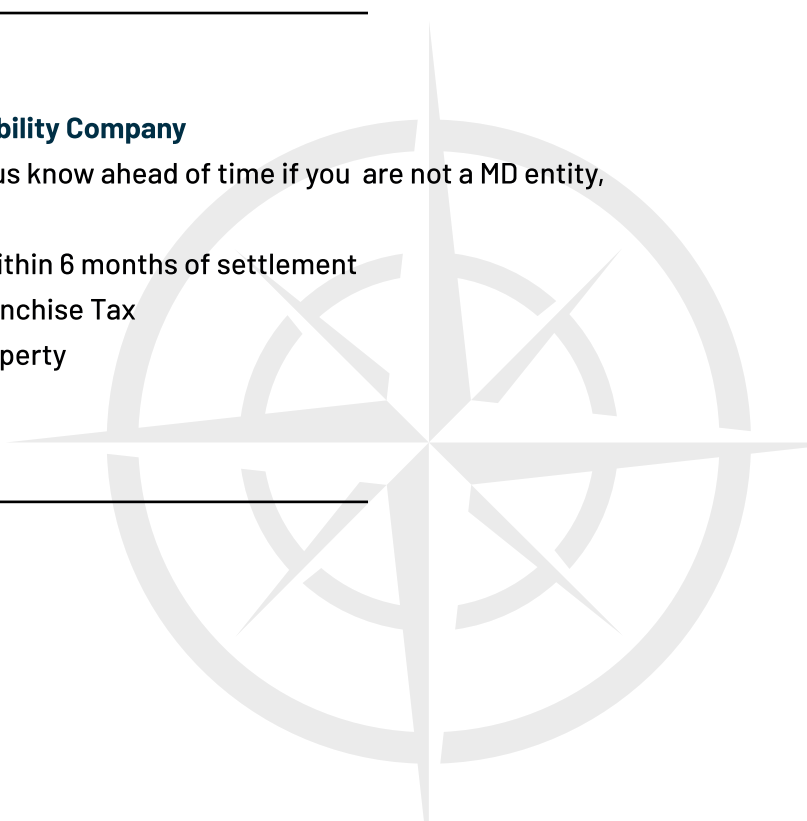
_____ Copy of the Partnership Agreement

_____ Management Agreement

_____ Other: _____

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Tenant occupied property:

- _____ Proof of compliance with the Rental Accommodations Act (District of Columbia only)
- _____ Tenant Lease(s) for assignment to the Purchaser(s)
- _____ Amount of monthly rent(s), date through which it was last paid
- _____ Amount of security deposit(s) plus savings account interest from the date of receipt

Inability to attend settlement:

If any owner or spouse cannot be present to execute the deed and other documents at settlement, special arrangements must be made. A Power of Attorney may be used to transfer title. Specific language and form are required. If you have in your possession a Power of Attorney for a party that will not be attending settlement, the original must be provided at settlement for recording in the public land records and a copy must be provided Eastern Title & Settlement for review before settlement.

Please bring to settlement the following documentation:

- _____ Photo identification (driver's license, passport, etc.)
- _____ Proof of payment of the last real estate tax bill (not required if your lender escrows and pays your taxes)
- _____ Proof of payment of your last water bill. Note: Unlike the gas, electric and telephone service, the water and sewer service runs with the land. It will be necessary to order a final water meter reading (n/a to most condominiums)

Sincerely,

Josh Greene





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SELLER CHECKLIST

1. Property Owner Name: _____
2. Property Owner Telephone: _____
3. Property Owner Email: _____
4. Property Owner SSN: _____

5. Property Co-Owner Name: _____
6. Property Co-Owner Telephone: _____
7. Property Owner Email: _____
8. Property Co-Owner SSN: _____

9. Forwarding Address After Settlement: _____

ACCOUNTS TO BE PAID OFF AS PART OF SALE

10. 1st Trust Lender: _____
Account Number: _____
Address: _____

- Telephone: _____

CHECK HERE IF THIS IS AN FHA MORTGAGE

11. 2nd Trust Lender: _____
Account Number: _____
Address: _____

- Telephone: _____





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12. Please also answer the following questions:

a) Will all owner be at settlement?

Yes _____ No _____

b) Will the co-owner be at the settlement?

Yes _____ No _____

c) Are there any court ordered judgments or law suits pending against the above owner(s)?

Yes _____ No _____

d) Have any of the above owners filed a petition for bankruptcy?

Yes _____ No _____

e) Marital status at time of settlement: _____

f) Seller(s) is/are US Citizens? (Please notify us immediately since there is IRS withholding)

Yes _____ No _____

g) Homeowner's and/or Condo Association: (List all HOAs, if have 2)

Name: _____

Contact: _____

Telephone: _____

Amount Paid: _____ /Annual/Semi-Annual/Qtr/Monthly

Front Foot Benefit Company: _____

Amount: _____

Telephone: _____

Contact: _____

Ground Rent Company: _____

Amount: _____

Phone Number: _____

Contact: _____



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SELLER PAYOFF AUTHORIZATION

Date:

To: Payoff Department

Lender Name:

Lender Address:

Seller Property Address:

Let this letter serve as my/our instruction and authorization for you to provide Eastern Title & Settlement with the figures and information necessary to payoff this loan in full, including daily interest. The original note, marked "PAID" and/or Certificate of Satisfaction, should be forwarded to Eastern Title & Settlement immediately following payment in full of this loan.

Borrower (please print name)

SSN

Borrower Signature

Date

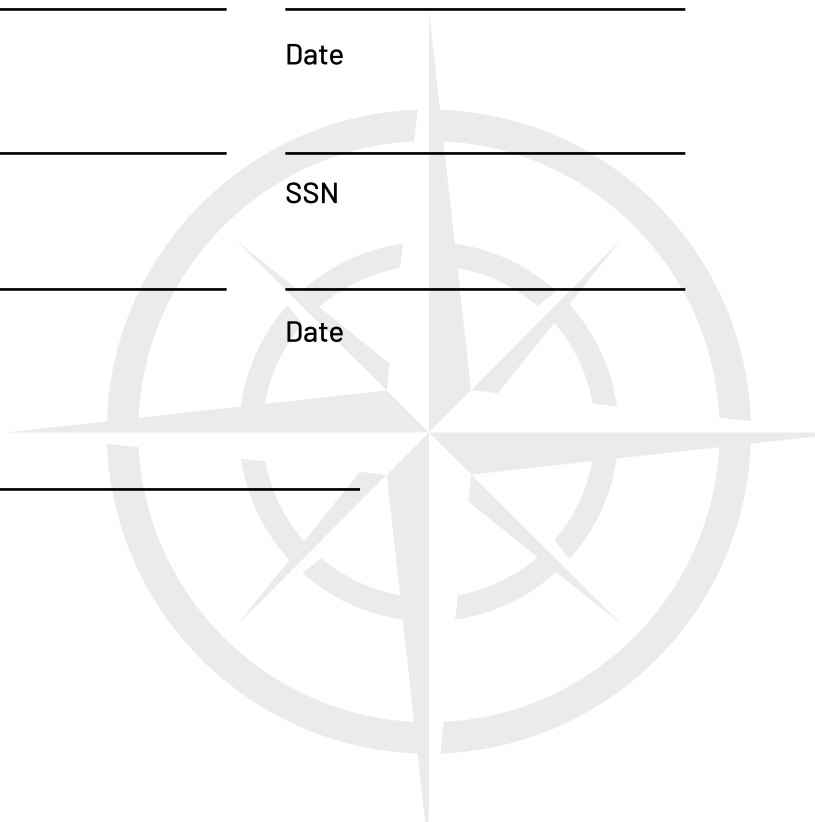
Co-Borrower (please print name)

SSN

Co-Borrower Signature

Date

Loan No.: _____





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SELLER PRIVACY AUTHORIZATION

Seller Name(s):
Seller 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 suppling this information as part of the closing.

Borrower (please print name)

Borrower Signature

Date

Co-Borrower (please print name)

Co-Borrower Signature

Date

