



Seller(s): _____

Property Address: _____

Dear Agent,

Thank you for your recent title order for the above referenced property. We truly appreciate your business and that you have trusted our office to handle your closing needs. If at any time should you have any questions, please feel free to contact us directly via phone or email. We are here to help.

Please provide the following information as soon as possible. You may efax it back to 1-410-451-5810.

Seller(s) Information:

Email: _____

Home #: _____ Cell #: _____

Work#: _____

Commission:

Listing Agent _____ % Admin/Document Fee _____

Selling Agent _____ %

Any Warranty being provided by the Seller? Yes No

If yes, Cost of Warranty \$ _____ Payable to: _____

Please forward copies of all invoices to be paid at closing (termite/repair bills, etc.).

We look forward to working with you.

Sincerely,

Processing

