



Springfield
7202-B Old Keene Mill Rd.
Springfield, VA 22150
Ph: (703) 451-6600
Fax: (703) 451-1181

Burke
6045-D Burke Centre Pkwy.
Burke, VA 22015
Phone: (703) 239-9600
Fax: (703) 239-0605

Lorton
8971 Ox Road, Suite 190
Lorton, VA 22079
Ph: (703) 495-9600
Fax: (703) 493-9302

TO: FAX NUMBER:

COMPANY: DATE:

FROM: RE:

Settlement Date:
Property Address:

Thank you for allowing us to handle your upcoming settlement. At your convenience please forward to us the following information so we can get your settlement processed as quickly and as thoroughly as possible. You may either fax or email this information to us. Please include your email address if you would like to receive periodic updates on the settlement process.

BUYERS:

MARITAL STATUS OF EACH BUYER: Husband and wife Unmarried Married

CURRENT ADDRESS FOR BUYER: _____

TELEPHONE NUMBERS: (W): _____ (H): _____

SELLING AGENT COMMISSION SPLIT: _____ % OR \$ _____

ADMINISTRATION/PROCESSING/DOCUMENTATION FEE: \$ _____

1ST TRUST LENDER

2ND TRUST LENDER

LOAN OFFICER: _____

TELEPHONE NO. _____

Power of Attorney: YES ___ NO ___ For Whom? _____

Who will be Attorney-in-Fact: _____

