



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
COMPANY:
FROM:
FAX NUMBER:
DATE:
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.

SELLERS:

SOCIAL SECURITY # or TAX ID # FOR EACH SELLER: _____

IS SELLER A U.S. CITIZEN: _____ RESIDENT ALIEN: _____

MARITAL STATUS OF EACH SELLER: Husband and Wife Unmarried Married

CURRENT ADDRESS FOR SELLER: _____

TELEPHONE NUMBERS: (W) _____ (H) _____

FORWARDING ADDRESS FOR SELLERS: _____

EXISTING 1ST TRUST LENDER:

EXISTING 2ND TRUST LENDER:

Account No. _____
Telephone No. _____

Account No. _____
Telephone No. _____

CONDO / HOMEOWNERS ASSOCIATION _____
Contact / Management Company _____
Address: _____
Telephone No. _____ Fax No. _____

POWER OF ATTORNEY: YES _____ NO _____
From: _____ To: _____

ASSIGNMENT OF FUNDS YES _____ NO _____
To: _____ Telephone No. _____

COMMISSION: Listing Agent: _____ % Selling Agent: _____ %

Administration / Processing / Documentation Fee: \$ _____

AGENT REIMBURSEMENTS: _____

