

Signature & Stewart Settlements, L.C.
MEMORANDUM TO LISTING AGENT

To: _____ **Today's Date:** _____ **Settlement Date:** _____

Re: _____ **S & S #:** _____

We have received the above contract. In order to process it and be ready on the settlement date we need the following information from you. Please fill in all of the information that is applicable and fax back to us. Thank you for your expedience in advance.

Seller #1: _____ **Seller #2:** _____

Seller's Social Security #(s): #1: _____ #2: _____

Marital Status: _____

Sellers Forwarding Address: _____

Seller's Phone Number(s): Home: _____ #1 Work: _____

#1 Cell: _____ #2 Work: _____ #2 Cell: _____

Seller's E-Mail Address: #1: _____

#2: _____

1st Payoff : Lender:

Loan #: Phone #:

2nd Payoff : Lender:

Loan #: Phone #:

3rd Payoff : Lender:

Loan #: Phone #:

HOA/Management Company:

Phone #: Fax #:

Condo/Cluster/THOA: Phone #:

Commission: **Administration Fee:**

Listing Agent's E-Mail:

Other Notes: