

Signature & Stewart Settlements, L.C.

REFINANCE CHECKLIST FOR SETTLEMENT

Signature & Stewart Settlements will look forward to conducting the closing on your refinance. In order to process our part of the transaction we will need the following particulars from you. We will need at least **2** weeks from the time we receive all items listed below including the deposit. **We will not begin the processing of your case until we have received these requirements.**

To do our part of the process we will need:

1. A copy of your Deed.
2. A copy of your Owners Title Insurance Policy (a **full** title search will be ordered and no reissue rate given if we don't receive this item.)
3. Your deposit check of \$150.00 (\$125.00 if you send a copy of your owners policy with your deposit or if you have done business with us in the past), made **payable to Signature & Stewart Settlements, L.C.**, to prepay for the title search and binder.
4. Your name, address, phone numbers and Social Security Number.
5. Your signed Authorization Form to obtain payoffs.
6. The name, address, phone number and loan number of your existing mortgage (if you have more than one mortgage, we need this information on all of them.)

We have attached to this letter an information sheet for you to fill out with your mortgage information and the other information requested. Also attached, as page 4, is an authorization. This form needs to be signed by you and returned to us so that we can get your payoffs from the lender. Due to the **Gramm-Leach-Bliley** Act (the new privacy act), we will need authorization directly from you in order to gather the information necessary to process the refinance of your property. You will need to print these forms and fill them out.

Please feel free to call us at anytime during the process if you have any questions. As soon as your loan officer tells you that your loan is approved, call us to schedule a time for closing. We schedule refinance settlements between 9:00 a.m. and 4:00 p.m. Monday through Thursday. If your final amount is greater than \$1,000, we will require a **certified or cashier's check** (a personal check is acceptable for a lesser amount) made payable to Signature & Stewart Settlements, L.C.

Directions:

From the Dulles Toll Road, take the Wiehle Avenue exit and proceed north on Wiehle Avenue to Sunset Hills Road. Turn left on Sunset Hills Road and take the second left turn into the **Sunset Hills Professional Center**. We are in **11323**.

From the Fairfax County Parkway take the Sunset Hills Road exit. After you cross Reston Parkway proceed through 4 traffic lights. After the 4th light take the second right turn into our complex. We are in **11323**.

Our Staff:

Jane Banman, CEO

David Cook, Agency Underwriter

Lynelle Christensen, Title Agent/Policy Production

Ulla Roy, Receptionist

Vanessa Naman, Sr. Settlement Processor

Rebecca McCloud, Sr. Post-Closer

Signature & Stewart Settlements, L.C.

11323 Sunset Hills Road, Reston, VA 20190
703-709-0600 • (Fax) 703-437-0219

REFINANCE SETTLEMENT FEES

Settlement Fee	\$350.00
Title Search & Binder*	\$150.00 (<u>to be paid in advance</u> to S&S)
Prepare Release	\$75.00 (per each release)

*Fees collected in advance are approximate; actual fees will apply.

The above figures do not include lender's title insurance.

Reissue rate: Reissue rates for loan policies apply if the your purchased owner's title insurance, that policy is less than 10 years old and the policy is issued by a title insurance company licensed to do business in Virginia.

The reissue rate is 70% of the scheduled rates up to the face amount of the previous policy. For coverage over the amount of the previous policy, additional coverage must be calculated at the current rates.

We must be supplied a copy of the original owner's title insurance policy prior to issuing a new lender's title insurance commitment.

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REFINANCE INFORMATION SHEET

Name #1: _____ SSN: _____

Name #2: _____ SSN: _____

Property Address _____

Home Phone: _____ #1 Work Phone: _____ #1 Cell Phone: _____

#2 Work Phone: _____ #2 Cell Phone: _____

Legal Description: _____ County: _____

EXISTING LENDER INFORMATION: *(Loans to be paid off or subordinated)*

Mortgage Company: _____ Phone No.: _____

Loan No.: _____ Payoff or Subordinate: _____ ?

Mortgage Company: _____ Phone No.: _____

Loan No.: _____ Payoff or Subordinate: _____ ?

Mortgage Company: _____ Phone No.: _____

Loan No.: _____ Payoff or Subordinate: _____ ?

NEW LENDER INFORMATION:

Mortgage Company: _____ Loan Amount: \$ _____

Address: _____ Type of Loan: _____

Loan Officer: _____ Phone No.: _____ Are you approved: _____ ?

Mortgage Company: _____ Loan Amount: \$ _____

Address: _____ Type of Loan: _____

Loan Officer: _____ Phone No.: _____ Are you approved: _____ ?

Do you currently have an Owners Title Insurance Policy: _____ ?

If so, please provide a copy of the complete policy.

Signature & Stewart Settlements, L.C.

11323 Sunset Hills Road Reston, VA 20190
(703) 709-0600 ph. (703) 437-0219 fax

Date:

Name:

SSN (s):

Property Address:

Dear Gentlemen/Ladies:

Please consider this my letter of authorization to release any and all information requested by **Signature & Stewart Settlements, L.C.** with regard to my loan balance, payoff information, homeowner's dues or the like; and provide any other documentation requested by **Signature & Stewart Settlements, L.C.** as my closing agent.

In the event that my loan is a FHA loan, please accept this as notification of paying off this loan.

If this loan is a line of credit, please accept this letter as authorization to close the account to any further advances.

Please provide this information as soon as requested to Signature & Stewart Settlements, L.C. in order for them to process the refinance of my property.

Thank you,

Seller/Borrower	Social Security Number	Date
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Seller/Co-Borrower	Social Security Number	Date
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