

Signature & Stewart Settlements, L.C.

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

Signature & Stewart Settlements is please to be involved in the transaction for you to sell your property. We know how busy you are with packing, planning and all that goes into moving your residence. As the laws change we have more and more information we need so we appreciate you taking a few minutes to fill out the forms in this attachment.

Following are two important forms that need your attention. The information form can be emailed but the authorization will need to be faxed.

The first form is an information request form. You may have given this information to your agent already but if you can fill out the form for us it will be very helpful. The second form is a result of the ***Graham-Leach-Bliley Act*** which requires us to have a written authorization in order to obtain payoff information essential to process the sale of your property. Social security numbers and signed authorizations are necessary so we appreciate you taking time to fill out the information. Because this form needs to be signed you will need to print it and then mail or fax it to our office. Since time is of the essence we appreciate you taking time to do this as soon as possible.

Virginia law requires that an attorney prepare the deed for the conveyance of the property from you to the buyers. We can arrange for Charles Anderson, Esquire to prepare your deed or you may have any attorney of your choosing prepare the deed. Charles Anderson will charge \$95.00 for this preparation. If you would like to have another attorney of your choice prepare the deed please let us know his/her name and phone number so that we can get the necessary information to them.

We look forward to working with you in this transaction. We are available weekdays from 8:30 a.m. to 5:30 p.m. to answer any questions you may have so please do not hesitate to contact us.

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Seller Information Sheet

Case Name: _____ Case Number: _____ Settlement Date: _____

Seller#1 Legal Name: _____ Marital Status: _____

Seller #1 SSN: _____ E-mail Address: _____

Seller#2 Legal Name: _____ Marital Status: _____

Seller #2 SSN: _____ E-mail Address: _____

Current Address: _____

Forwarding Address: _____

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

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

Existing Loan Information:

Mortgage Company: _____ Phone No.: _____

Loan No.: _____ Type of Loan: _____

Mortgage Company: _____ Phone No.: _____

Loan No.: _____ Type of Loan: _____

Mortgage Company: _____ Phone No.: _____

Loan No.: _____ Type of Loan: _____

Homeowner's Association and/or Condominium Association Information:

Association Name: _____ Phone Number: _____

Management Company: _____ Phone Number: _____

Amount of Dues: _____ Date Paid Thru: _____

Association Name: _____ Phone Number: _____

Management Company: _____ Phone Number: _____

Amount of Dues: _____ Date Paid Thru: _____

Complete Deed Preparation By: () Charles A. Anderson, Esquire or

() Name: _____ Phone: _____

How would you like us to disburse you proceeds? _____ I/We will pick up a check

_____ Please wire the funds into my/our account (*please bring wiring instructions to settlement*)

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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 closing 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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