

**Signature & Stewart Settlements, L.C.**  
**MEMORANDUM TO SELLING AGENT**

**To:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_ **Settlement Date:** \_\_\_\_\_

**Re:** \_\_\_\_\_ **S & S #:** \_\_\_\_\_

Thank you for sending us the above referenced contract. We need the following information so we can process this case. Please fill it in and fax it back to us. Thank you for your expedience in advance.

**Buyer #1:** \_\_\_\_\_ **Buyer #2:** \_\_\_\_\_

**Marital Status:** \_\_\_\_\_

**Buyer's Address:** \_\_\_\_\_

**Buyer's Phone Number(s):** Home: \_\_\_\_\_ #1 Work: \_\_\_\_\_

#1 Cell: \_\_\_\_\_ #2 Work: \_\_\_\_\_ #2 Cell: \_\_\_\_\_

**Buyer #1 E-Mail Address:** \_\_\_\_\_

**Buyer #2 E-Mail Address:** \_\_\_\_\_

**Name of Mortgage Company:**

**Loan Officer:**  **Phone #:**

**Loan Officer's E-Mail:**

**Commission:**  **Administration Fee:**

**Selling Agent's E-Mail:**

**Other Notes:**