

The Key To A Smooth Transaction

Fax all documents to:
Processor 301 341 1238

GENERAL INFORMATION (Please type or use blue or black ink.)

Title Order/Case Identification	Settlement Processor:		
Seller 1	Seller 2	Borrower 1	Borrower 2
Property Address	City	State	Zip Code

AGENT INFORMATION (Listing Agent—Representing Seller)

Last Name	First Name	Middle Initial	
Company Name		Broker	
Address/P. O. Box	City	State	Zip Code
Work Telephone	Cellular Phone	Home Telephone	
eMail Address			
Total Commission	Administration Fees	Other Fees	

AGENT INFORMATION (Selling Agent—Representing Buyer)

Last Name	First Name	Middle Initial	
Company Name		Broker	
Address/P. O. Box	City	State	Zip Code
Work Telephone	Cellular Phone	Home Telephone	
eMail Address			
Total Commission	Administration Fees	Other Fees	

PROPERTY INFORMATION

Home Warranty	Taxes	Water
Additional Information		

9500 Arena Drive, Suite 480
Largo, MD 20774

telephone 301 341 6444
facsimile 301 341 1238

website ExecutiveTitleandEscrow.com

SELLER INFORMATION

Seller's Last Name	Seller's First Name	U.S. Social Security Number
Work Telephone	Cellular Phone	Home Telephone
United States Citizen or Legal Resident (for IRS purpose): <input type="radio"/> Yes <input type="radio"/> No		

Seller's Last Name	Seller's First Name	U.S. Social Security Number
Work Telephone	Cellular Phone	Home Telephone
United States Citizen or Legal Resident (for IRS purpose): <input type="radio"/> Yes <input type="radio"/> No		
Will the Seller(s) be attending closing? <input type="radio"/> Yes <input type="radio"/> No		
Current marital status <input type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Divorced <input type="radio"/> Separated		
Is the Seller a Maryland resident? <input type="radio"/> Yes <input type="radio"/> No		

MORTGAGE INFORMATION (Please list additional mortgage information on a separate sheet.)

Contact Person (If Any)	Telephone	Order Payoff Date
Company Name	Loan Number	
Address/P. O. Box	City	State Zip Code

Contact Name (If Any)	Telephone	Order Payoff Date
Company Name	Loan Number	
Address/P. O. Box	City	State Zip Code

HOMEOWNER/CONDO ASSOCIATION INFORMATION

Association Name	Contact/Management Company
Address/P. O. Box	City State Zip Code
Telephone	Facsimile Cellular Phone
\$ Amount of Dues	Paid: <input type="radio"/> Annually <input type="radio"/> Semi-annually <input type="radio"/> Quarterly <input type="radio"/> Monthly

OTHER INFORMATION

Commission Split	Administration Fee
Is the Commission based on the Sales Price? <input type="radio"/> Yes <input type="radio"/> No	
\$ Closing Cost Credit	
Is this a Foreclosure property? <input type="radio"/> Yes <input type="radio"/> No	
Is this Property in a Trust? <input type="radio"/> Yes <input type="radio"/> No	
Is this an Estate? <input type="radio"/> Yes <input type="radio"/> No	

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BUYER INFORMATION

Borrower's Last Name | Borrower's First Name | U.S. Social Security Number

Work Telephone | Cellular Phone | Home Telephone

United States Citizen or Legal Resident (for IRS purpose): Yes No

Borrower's Last Name | Borrower's First Name | U.S. Social Security Number

Work Telephone | Cellular Phone | Home Telephone

United States Citizen or Legal Resident (for IRS purpose): Yes No

MORTGAGE BROKER INFORMATION

Contact Person | Telephone | Facsimile

Company Name | Loan Number

Address/P. O. Box | City | State | Zip Code

LENDER INFORMATION

Closer's Name | Telephone | Facsimile

Company Name | Closer Number

Address/P. O. Box | City | State | Zip Code

eMail

Instructions/Notes

ADDITIONAL INFORMATION

Additional information input fields