

Executive Title

**4470 Old Lebanon Dirt Road, Mt. Juliet, TN 37122
615-773-0520 (phone)/615-773-0519 (fax)**

Date: _____ Buyer: _____

Dear _____

We have recently received a title request/contract on the property you have listed at _____ . The seller(s) on this property is/are _____ .

To insure timely processing of the file we are in need of the following information. Please complete all information which applies to this property and fax back to our office at the above number as soon as possible so that we may order pay-offs, contact homeowners association, etc.

Your contact person on this file is _____ .

1st mortgage payoff information:

Name of mortgage company: _____

Mortgage company phone number: _____

Loan number: _____

2nd mortgage payoff information:

Name of mortgage company: _____

Mortgage company phone number: _____

Loan number: _____

Social Security Numbers of Sellers: _____

Forwarding address of sellers: _____

Termite Letter Charge: \$ _____ Payable to: _____

Please fax the termite letter to our office upon receipt so that we may forward to the lender. So many lenders are now asking for this prior to closing.

Health Letter Charge: \$ _____ Payable to: _____

Homeowner's Association Information: _____

Additional charges or information we need for the file: _____
