

[**March 2, 2015**]

To {**Name of Registered NAR Listing Agent who uploaded new Asset to USC Asset db**},

***US CRE Online.com*** Uploaded CRE Asset Recorded Documents Order Report:

Title Company: [xxxxxxxxxxxxxxxxxx]

Asset ID #: [xxxxx]

Property address: [xxxxxxxxxxxxxxxxxxxxx], [Seattle], [WA] [Zip Code]

Property Type: [xx] unit [Multi-Family] (or [xx] square foot [Commercial/Retail (Office/Industrial/etc.)]

APN: [xxxxxxxxxxxxx]

Ownership: [xxxxxxxxxxxxx]

Listing Agent: [xxxxxxxxxxxxx]

The above captioned **Title Company** has contracted with {***USCREonline.com LLC***} {“***USC***”} to secure and upload applicable recorded documentation for the above captioned data file at [www.USCREonline.com](http://www.USCREonline.com). Per ***USC*** automated order, {**Name of Title Company**} shall endeavor to secure and upload the **Preliminary Title Report** and **Recorded Documents** for the above captioned commercial investment property in the ensuing business days. **Note**: ***USC*** Registrant’s are not required/obligated to employ the services of {**Name of Title Company**} for any purpose (present or future). There is no cost to you for this Document upload service to your ***USC*** File.

When the Documents are secured and uploaded to your file, you will receive an automated e mail notification thereto. **Note**: all documents will be uploaded in Adobe Acrobat PDF non-editable Format. **Note**: {**Name of Title Company**} shall only have access to upload the defined **Recorded Documents** to the subject File. Upon completion of such upload, no further access to your Asset File from {**Name of Title Company**} is possible. Your Asset File remains fully secure at all times. Upon your receipt of the ***USC*** automated e mail notification that your **Recorded Documents** have been uploaded, you will be encouraged to review said Documents to ensure their accuracy.

Uploaded Document Review Instructions:

1. Go to <http://www.uscreonline.com> and log in.
2. From your [**“My USC Page”**] click on to the [**Manage Assets**] hyperlink.
3. <Click> the [**Edit Pencil🖍**] for review of the [**Asset ID #**] that matches the Asset ID# captioned above.
4. <Click> the [**Documents**] Tab.
5. <Click> on any of the [**View Documents**] hyperlinks to review each applicable Document.
   * **Note**: please do not delete any of the uploaded documents.
6. When your review is completed, and your visit to ***USC*** is completed, please [**Log Out**] of ***USC***.

When applicable, you will receive an automated notification that the defined **Recorded Documents** have been uploaded to your above captioned [**Asset ID #**] File. At the time the vested interest in subject Asset is liquidated, there will be a requirement to update the **Recorded Document** inventory for the then applicable Title & Escrow work.

Thank you for being a valued Registrant and Customer of ***United States Commercial Real Estate Online, LLC***. It is our honor and privilege to provide the defined CRE Data Portal Services to the investment community.

The Professional Staff

***US CRE Online, LLC***

File storage name: *USC-Rec Docs-Prelim Report Order Confirm to List Agt 3-2-15*