

**1390 Piccard Drive, Suite 300**, **Rockville, MD 20850**

**Phone: 301-795-2874** **Fax: 240-558-1761**

***Congratulations on a successful bid with Auction.com***

***We look forward to working with you!***

Property Address: ${PropertyAddress} ${PropertyCity} ${PropertyStateAbbr} ${PropertyZip}

File #: ${FileNumber}

Congratulations on your winning bid on the above-referenced property.

Closeline Settlements will be with you to complete the purchase of your property. We will work diligently to close on or before the closing date. Below we have listed out the closing charges that you will need to account for based on the type of closing process you choose.

**Option 1:**

Insured Closing (Purchase of an Owner’s Policy, property will be transferred with a Special Warranty Deed):

Owner’s Policy:Based on Sales Price

Settlement Fee: $795.00

Property Report: $350.00

Title Exam: $200.00

Notary Fee: $150.00

Wire Fee: $50.00

**Option 2:**

Buyers Title Closing (Buyers title will close and use Closeline to coordinate closing with Seller):

Closing Coordination Fee to Closeline: $800

The Closing Coordination Fee is in addition to your title companies’ fees.

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**Please select which type of closing option from the list above and circle that option below**

OPTION 1                                                   OPTION 2

These fees are closing company fees and do not include any state recording/title fees. Closeline will provide Attorney services to assist you in states requiring an attorney. Attorney services range from $250-$400 and are provided in DE, GA, MA, NH, NC, SC, and WV.



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[www.Closeline.com](http://www.Closeline.com)

**Buyer and Property Information Form**

**Please complete the information below in full to the best of your ability and sign and return.**

**Property address:** ${PropertyAddress} ${PropertyCity} ${PropertyStateAbbr} ${PropertyZip}

**Correct spelling of purchaser(s) name/s and vesting as to appear on the deed (please provide marital status for each purchaser if individuals are purchasing):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Purchaser will be vested to title as:** (Circle one)

Corporation / Tenants by the Entirety / Joint Tenants / Tenants in Common (list split % in notes) / Sole Ownership

**Will this property be used as primary residence for the purchaser (not needed if closing option 2 is selected)?**

YES or NO

\*\*If not the primary residence, please indicate the mailing address for delivery of tax statements and owners policy:

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Buyer’s phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Buyer’s Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please complete if closing OPTION 2 is selected?**

Local representation please provide contact information for the attorney/closing company

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Selling agent Information (If Applicable)**

Company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Phone: \_\_\_\_\_\_\_\_\_\_ Cell Phone/Alternate #: \_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Notes or special instructions for Closeline Settlements:**

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By signing below you are certifying your understanding of and agreeing to the closing costs that will be applied at closing as well as certifying all information provided in the buyer information form to be true and accurate to the best of your knowledge.

BUYER(S):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BY: ${Borrower1Fullname}

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BY: ${Borrower2Fullname}