**${companyName}**

**$companyAddress1}**

**${companyAddress2}**

**${companyAddressCSZ}**

**PHONE: ${companyPhone}**

**FAX: ${companyFax}**

                                                                ${Date-Today-Numbers}

${Borrower1Fullname}

${Borrower1HomeAddress}

${Borrower1CSZ}

**BUYER'S CHECKLIST**

Closeline File Number: ${FileNumber}

Property Address: ${PropertyAddress}, ${PropertyCity}, ${StateName} ${PropertyZip}

Thank you for allowing Closeline Settlements to process the settlement for the purchase of the above referenced property. In an effort to facilitate an easy closing for all parties, please answer the questions below.

1. What is your marital status? Single \_\_\_\_ Married \_\_\_\_\_\_\_ Divorced \_\_\_\_\_\_\_

a. Name of Spouse: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
2. How would you like to hold title?

\_\_\_\_**Tenants by the Entirety** – a form of marital ownership whereby each owns an indivisible interest in the entire property. In the event of death, the survivor owns the property without probate.

\_\_\_\_**Joint Tenants with Rights of Survivorship** - an undivided interest in the property, taken by two or more joint tenants. The interest must be equal, occurring under the same conveyance, and beginning at the same times. Upon death of a joint tenant, the interest passes to the surviving joint tenants, rather than to the heirs of the deceased. What is your relationship to the co-owner (Spouse, Sibling, Parent, In-Law, etc.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_**Tenants in Common** - an undivided ownership on the real estate by two or more persons. The interest need not be equal and, in the event of death of one of the owners, no right of survivorship in the other owner exists. What is your relationship to the co-owner (Spouse, Sibling, Parent, In-Law, etc.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_**Sole Ownership** - property conveyed to one owner who has exclusive use and benefit of property and the right to dispose of it.

3. What is your current address? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

a. Will you be occupying the property as your principal residence? Y or N  
b. If no, what is the address of your principal residence? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
c. If you are purchasing property in the State of Maryland, are you a 1st time MD Home Buyer? Y or N  
d. Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
e. Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Will all purchasers be present at the settlement? Y or N  
  
5. Please provide your Lender’s name, address, phone, fax and email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Please provide your Social Security numbers:  
Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SSN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SSN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SSN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
The following guidelines apply to our settlement process:  
  
1. We must be in receipt of a valid, legible and fully executed copy of the sales contract.  
2. You will be assigned a processor who will be your contact person throughout the transaction. You may contact us via telephone, email or facsimile.  
3. Once we have received loan instructions from your lender, we will advise you of the final sum that you must bring to settlement.  
4. We require valid government issued photo identification from all purchasers.  
5. We require a  to Closeline Settlements for your total proceeds due. Wiring instructions are attached. Please verify our wiring instructions with your processor. Email fraud has become extremely common. **DO NOT ACCEPT ANY MODIFICATIONS OR CHANGES TO THE VERIFIED INSTRUCTIONS. ASSUME THAT ANY CHANGE IS FRAUD. DO NOT WIRE BASED ON AN EMAIL FROM US OR YOUR AGENT. VERIFY ALL INSTRUCTIONS BEFORE SENDING MONEY**. We can only accept personal checks up to $500.00.  
6. Please keep in mind that figures often change, so please bring your checkbook with you to closing.  
  
Please do not hesitate to contact us with any questions or to inquire about the status of your file. We look forward to working with you on your upcoming purchase.

${companyName}  
  
${UserName}

**${companyName}**

**${companyAddress1}**

**${companyAddress2}**

**${companyAddressCSZ}**

**PHONE: ${companyPhone}**

**FAX: ${companyFax}**

                                                                ${Date-Today-Numbers}

${Borrower1Fullname}

${Borrower1HomeAddress}

${Borrower1CSZ}

**LOCATION SURVEY AUTHORIZATION FORM**

${companyName} File Number: ${FileNumber}

 In connection with the purchase of the property located at:

${PropertyAddress}, ${PropertyCity}, ${StateName} ${PropertyZip}

A location survey is generally satisfactory for purposes of either purchase or refinance. A location survey will show the significant building, structures and other improvements, in their approximate relationship to the apparent property lines reflected in the deed, based on the field measurements taken by the surveyor, and any other evidence considered by the surveyor. It does not identify property boundary lines.  
  
I/We approve the preparation of a location drawing. I/We have read and understand that, ${companyName}reserves the right to add additional requirements and/or exceptions to my/our title policy based on the review of said survey.  
  
The undersigned hereby agrees that even if settlement does not occur, the undersigned will be responsible to pay ${companyName} for the fees associated with preparation of the location survey.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

${BorrowersSignatures}

**${companyName}**

**${companyAddress1}**

**${companyAddress2}**

**${companyAddressCSZ}**

**PHONE: ${companyPhone}**

**FAX: ${companyFax}**

                                                                ${Date-Today-Numbers}

${Borrower1Fullname}

${Borrower1HomeAddress}

${Borrower1CSZ}

**PURCHASE AUTHORIZATION TO PROCEED**

${companyName} File Number: ${FileNumber}

 In connection with the purchase of the property located at:

${PropertyAddress}, ${PropertyCity}, ${StateName} ${PropertyZip}

I authorize ${companyName}to proceed with the full title search. I acknowledge and agree to pay the cost of the search, title examination and binder preparation fee in the event the transaction is closed by a company other than ${companyName}.  
  
I further acknowledge and agree to the pay the full cost of any documents prepared in conjunction with the transaction by ${companyName}.  
  
The undersigned hereby authorizes ${companyName}to proceed with the transaction, and agrees that in the event that settlement is conducted by a company or individual other than ${companyName}, the undersigned will be responsible to pay ${companyName}the fees associated with this transaction as outlined above.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

${BorrowersSignatures}

**${companyName}**

**${companyAddress1}**

**${companyAddress2}**

**${companyAddressCSZ}**

**PHONE: ${companyPhone}**

**FAX: ${companyFax}**

                                                                ${Date-Today-Numbers}

**WIRE INSTRUCTIONS**

${Borrower1Fullname}

$[Borrower1HomeAddress}

${Borrower1CSZ}

RE: ${PropertyAddress}, ${PropertyCity}, ${StateName} ${PropertyZip}

        ${FileNumber}

Dear: ${Borrower1Fullname}:

Here are the Wire Instructions for Closeline Settlements:

WASHINGTONFIRST BANK

11921 Freedom Drive Suite 250, Reston, VA 20190

CLOSELINE, LLC - SETTLEMENT ESCROW ACCOUNT

1390 Piccard Drive, Suite 300, Rockville, MD 20850

ABA Number: 054001699

AcctNo: 4403371

**PLEASE READ: FOR THE PROTECTION OF OUR CLIENTS, all funds due at closing, in excess of $500 must be in the form of a WIRE TRANSFER; we cannot accept ACH Fund Transfers, in any amount; and funds up to $500 will be accepted as personal/cashier’s/bank check payable to “CLOSELINE or CLOSELINE SETTLEMENTS” We have instituted this policy in order for us to meet the financial and regulatory changes in our industry and to safeguard our clients’ funds. For more information, and to receive wire instructions, contact our office. ALWAYS CALL OUR OFFICE TO CONFIRM WIRING INSTRUCTIONS PRIOR TO AUTHORIZING A TRANSFER OF FUNDS!**

BEWARE OF WIRE AND EMAIL FRAUD. VERIFY THESE INSTRUCTIONS BY PHONE WITH YOUR CLOSELINE PROCESSOR. **WE WILL NOT MODIFY THESE INSTRUCTIONS.** ASSUME **ANY** MODIFICATION IS FRAUD. ASSUME **ANY EMAIL** INSTRUCTING YOU THAT THESE HAVE BEEN MODIFIED IS FRAUD.

                                                                                    Sincerely,

                                                                                     ${companyName}

                                                                                     ${UserName}