**Closeline Settlements**

**1390 Piccard Dr.**

**Suite 300**

**Rockville, MD 20850**

**PHONE: 301-795-2000**

**FAX: 240-558-1761**

                                                                9/29/2017

RE: 100 EAST MEDINA ROAD 234, ALEXANDRIA,  06519-2512

        56430MDF-HQ

Dear :

The purchaser of the above referenced property has retained Closeline Settlements to conduct the closing. We are working toward completing a smooth and successful settlement.  
  
In an effort to facilitate an easy closing for all parties, we are enclosing a short questionnaire regarding the property that is being transferred. Please take a moment to complete the enclosed form and return it via fax at your earliest convenience. Please fax to the number above, attention Irina Goryacheva.  
  
Please contact me with any questions or concerns you have regarding this transaction. Thank you in advance for your prompt response to this matter.

                                                                                    Sincerely,

                                                                                     Closeline Settlements

                                                                                     Irina Goryacheva

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|  | **Agent's Checklist** |  |
| Please complete and email to igoryacheva@closeline.com or fax to 240-558-1761.    1. Please provide your contact phone numbers and email address:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell          \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Office  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax           \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_email  2. Please provide the address of your brokerage firm:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3. In this transaction you are: (circle one)            Listing Agent           Selling Agent            Dual Agent  4. What is the commission split?  Listing Agent %\_\_\_\_\_\_      Selling Agent %\_\_\_\_\_\_      Total %\_\_\_\_\_\_  5. Is there an Admin Fee? Amount\_\_\_\_\_\_\_\_\_\_\_\_ charged to: (circle one)           Buyer                      Seller                     No Admin Fee  6. Are you holding the Deposit? (check one)    \_\_\_\_\_\_YES    \_\_\_\_\_\_NO  7. If so, how much?    \_\_\_\_\_\_\_\_\_\_\_\_  8. Will you be bringing the deposit to closing, or shall we subtract the funds from your proceeds?              \_\_\_\_\_\_\_\_\_Bring to Closing        \_\_\_\_\_\_\_\_Subtract from Proceeds | | |

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| 9. Is the property subject to an HOA/CONDO fees?    \_\_\_\_\_YES     \_\_\_\_\_\_NO  Name of HOA/CONDO Management Company:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  10. Type of Water/Sewer on the property: Public or Well & Septic  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Please fax any inspections, reports, and invoices that are to be collected at closing to 240-558-1761, Attn: Processing.                                                                                 Sincerely,                                                                                         $companyName}                                                                                     Irina Goryacheva |