**EPIC DEED SERVICE CORP.**

**12211 S. Eastern Avenue, Suite 130, Henderson, NV 89052**

**(626) 287-1500 Ext. 4005**

**mary@epicdeedservice.com**

**{{relinquished\_escrow\_company\_capitalized}}**

**{{relinquished\_escrow\_street}}**

**{{relinquished\_escrow\_city}}**

**Attn: {{relinquished\_escrow\_officer}}, Sr. Escrow Officer**

**{{date\_of\_opening\_exchange}} RE: Escrow # {{r\_escrow\_number\_capitalized}}**

**Dear {{r\_escrow\_officer\_address}},**

We enclose to you the following documents for your use in the closing of the above-referenced escrow:

a) Amendment regarding Substitution of Seller;

1. Amendment regarding Direct Deeding; and
2. Agreement of Exchange of Real Property and Partial Escrow Instruction.

After the close of escrow please forward to our office the following:

a) Closing statement showing vesting on the closing statement to read: (ie)

EPIC DEED SERVICE CORP. {{exchange\_file\_number}}AS Q.I. FOR

**{{full\_taxpayer\_name\_capitalized}}**

b) Proceeds wired into Epic Deed Service Corp. -Trust account per wire instruction enclosed

c) Copies of all signed escrow instructions and amendments including Form W9, 593, completed FIRPTA, and Taxpayer’s 1099S.

d) Please have the transaction fee of $1,000.00 shown on the closing statement as a separate disbursement with check payable to EPIC DEED SERVICE CORP. {{ exchange\_file\_number}}.

Please call us to let us know the timing and the amount of wiring coming in. Should you have any questions regarding this matter, please do not hesitate to contact the undersigned.

Sincerely,

Mary Quan

Exchange Coordinator