



10415 Southern Maryland Blvd., Suite 200  
Dunkirk, MD 20754  
Telephone: 410-286-8686  
Fax: 410-286-8689

AllSellers  
SellerAddress1  
SellerAddress2

Re: Property Address

Dear Seller:

Our company will be handling the sale of the property referenced above. This letter provides an overview of the settlement process, explains various documents and terminology, and requests important information from you. Please take a moment to review it, complete the attached forms, and return them to us at your earliest convenience. Our preferred method of communication is via email (please call to obtain our email address), however fax and US mail are acceptable alternatives. We appreciate your cooperation and will do everything possible to ensure a seamless transaction.

**SCHEDULING/ATTENDANCE/DOCUMENTS.** You will be notified of the date and time of settlement, either by your realtor or our office. Unless otherwise requested, settlement will be held at our office in Dunkirk. Our office will prepare the final “**HUD-1/Closing Disclosure**”, which will set forth all fees and charges payable in connection with the transaction as well as the payee for each charge. Our office will prepare the **Deed** as well as the ancillary closing documents which will assure compliance with underwriting, title insurance, federal and state tax codes, and any other applicable statute which must be complied with in the sale. These documents will be carefully reviewed at settlement to ensure your understanding. Because many of these documents contain affirmative statements and, in some cases, confidential information, it is preferable that you attend settlement.

**POWER OF ATTORNEY.** If you find it necessary to use a “**power-of-attorney**”, title insurance regulations require that our office approve the document prior to settlement. Once approved, your Attorney-in-Fact must bring the original instrument to settlement. If a power-of-attorney is needed, our staff will be happy to assist you with preparation and/or the approval process to ensure legal compliance.

**DISBURSEMENT OF FUNDS AND PROCEEDS.** As the escrow agent, it is our responsibility to ensure the proper disbursement of all funds in accordance with the

HUD-1/Closing Disclosure. If the property is in Maryland, in most instances a check representing the proceeds of sale will be disbursed at settlement. If the property is located in the Commonwealth of Virginia, the Deed must first be recorded, and proceeds will be wired. You will need to provide us with wiring instructions which include your account number as well as the bank name and ABA number.

**EXISTING LOANS.** Most lenders require your written authorization to release payoff information to our office. As such, we ask that you sign the enclosed “**payoff authorization**” form and return it to our office immediately, preferably by e-mail. Please note that if your mortgage payments are automatically drafted from a bank account, you will be responsible for notifying your bank of the termination of the auto-debit. We will provide the payoff lender with your forwarding address for the purpose of refunding your escrow account or any additional interest. We cannot accept a PO Box as a forwarding address.

**RESIDENCY.** *(For Maryland Properties Only)* It is very important that you inform us of your residency status on the enclosed “Residency Declaration” form. All non-Maryland residents are subject to withholding tax that must be collected on the HUD-1/Closing Disclosure and forwarded with the Deed for recordation. There are exceptions to the withholding regulations, i.e. military personnel, however you must obtain a WAIVER prior to settlement. The withholding regulations and answers to most of your questions can be found at [www.comp.state.md.us](http://www.comp.state.md.us) - see tax forms. Proof of residency (photo identification) is required at settlement. Please note that if the SDAT records reflect that the property is not your principal residence and you have not obtained a Waiver, taxes must be withheld.

**FIRPTA.** Section 1445 of the Internal Revenue Code, the Foreign Investment in Real Property Tax Act, provides that a transferee (buyer) of a US real property interest must withhold tax if the transferor (seller) is a foreign person. You will be asked to sign a Certification informing the buyer whether withholding of tax is, or is not, required. Further information can be found at [www.IRS.gov](http://www.IRS.gov), go to individuals-international taxpayers or businesses-international businesses.

**PATRIOT ACT.** Federal law prohibits members of the real estate industry from engaging in any transaction with Specially Designated Nationals. The Patriot Act was designed to enhance the ability of the United State Government to detect international money laundering and prevent terrorist financing. Special databases are searched to ensure compliance. A valid **Driver’s License, official Passport of Government-issued Photo ID** will be acceptable forms of identification to satisfy any conditions under the Patriot Act and for Notary purposes.

**TITLE INSURANCE “REISSUE RATE”.** If you have a current Policy of Owner’s Title Insurance that was issued less than 10 years ago, please provide us with a **complete** copy of the policy (including the “Jacket/Cover”, showing the policy number, as well as Schedules A and B). The Purchaser may be entitled to a “reissue” rate on their new policy(ies) if you have one that is less than 10 years old.

**ADDITIONAL DUTIES.** Please contact the various utility companies that provide service to the property and transfer the accounts out of your name. If the property is

serviced by public water and/or sewer service, we will hold an escrow for payment of the final water/sewer bill only. You should have the final bill sent to our office for payment. All other final bills should be sent to you for payment. You will want to cancel your homeowner's insurance once the Deed has been recorded.

**ADDITIONAL SERVICES.** If you are purchasing a home in Maryland, the District of Columbia, or Virginia, please call our office for information on preferred client discounts available to you. The savings on settlement costs can be substantial when you arrange to have both your sale and new purchase handled by our office.

In closing, we look forward to providing you with the highest degree of professionalism. If you have any questions, please do not hesitate to contact us.

Very truly yours,

Senior Settlement Processor

# Authorization

To Whom It May Concern:

Re: Property Address \_\_\_\_\_

I authorize TitleMax LLC to request loan information, including tax and payoff information, from my current lender(s) on my behalf; to order my prior Owner's Title Insurance policy on the above property; and to request, on my behalf, any information necessary to clear potential title issues on the above property, including but not limited to contacting condominium management companies, neighborhood associations, water and utility companies, and/or other corporate or governmental entities."

Existing loan information:

Lender Name: \_\_\_\_\_

Loan #: \_\_\_\_\_

Phone #: \_\_\_\_\_

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

Social Security Numbers (Seller #1) \_\_\_\_\_ (Seller #2) \_\_\_\_\_

Please release information to TitleMax, LLC, 10415 Southern Maryland Boulevard, Suite 200, Dunkirk, MD 20754.

\_\_\_\_\_  
Seller 1 Signature

\_\_\_\_\_  
Seller 2 Signature

\_\_\_\_\_  
Seller 3 Signature

\_\_\_\_\_  
Seller 4 Signature