



SETTLEMENT INFORMATION SHEET

(Please complete all information that is relevant to your side of the transaction)

From: _____ I am the ___ Listing Company ___ Selling Company

COMPANY ADDRESS: _____

My email is: _____

Best number to reach me is: _____

Property Address: _____

I would like to schedule settlement for: _____ at ___ AM ___ PM

Other Agent Name: _____

Phone: _____ Email: _____

COMPANY ADDRESS: _____

Commission: Selling/Buyers Agent: _____ Listing Agent: _____

Flat Fees: Selling/Buyers Agent: _____ Listing Agent: _____

Reimbursements or bills to pay? _____

Seller Credits? _____

Home Warranty? ___ Yes or ___ No, If YES what company _____ \$ _____

EMD: Is to be deposited on _____ and will be held by: _____

BUYERS: _____

Buyers EMAIL: _____ / _____

Phone Numbers: _____ / _____

First-Time MD Homebuyers Buyers: ___ Yes or ___ No FIRST TIME BUYING? ___ Yes or ___ No

Buyers Marital Status: ___ Married ___ Single

Taking Title as: ___ Sole ___ T/E (married) ___ Joint Tenants ___ Tenants in Common (% amounts)

Do they need a lot of time for settlement? ___ Yes or ___ No

Anything else we should know about the buyer? _____

LENDER: _____

Loan Officer: _____

Phone for LO: _____ Email: _____

SELLERS: _____

Sellers EMAIL: _____ / _____

Phone Numbers: _____ / _____

Sellers are both expected to attend settlement: ___ Yes or ___ No

If you have Sellers mortgage information please send as an attachment.

PLEASE EMAIL TO: ink@settlementink.com or fax 301.907.8200