



## Consumers First Settlements

20937 Ashburn Road, Suite 230

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Dear Seller:

Congratulations on the upcoming sale of your home. Thank you for choosing Consumers First Settlements, Inc. to handle your real estate closing. We look forward to providing you with a professional, seamless transaction. Your settlement coordinator will be assigned once the ratified contract is received by our office and will contact you at that point.

In order for us to better serve you in this transaction, we need you to complete, sign and return the enclosed **Seller Information Form** and the **Property Owners Association** form via fax or email. Your prompt attention to this form is greatly appreciated as it is necessary in making your closing experience a positive one.

Consumers First Settlements must obtain payoff information for any existing mortgages against the subject property. Please provide the name of the mortgage lender, mortgage loan number and the phone number for all current mortgages, including any lines of credit.

Please complete the enclosed **Mortgage Authorization Form** and sign the form with a handwritten signature – electronic signatures are not acceptable – and return to Consumers First Settlements by either fax or email.

Please remember to bring the following to settlement:

1. Two forms of identification
2. A voided check or deposit slip or other written instructions if you wish your sales proceeds to be wired directly to your bank account.

Please let us know if you have any questions or concerns. Thank you for giving Consumers First Settlements the opportunity to provide you with excellent service. We look forward to working with you.

Sincerely,

Consumers First Settlements