

Preferred Title & Escrow, Inc.
2525 Embassy Drive, Suite #2 Cooper City, Florida 33026
Phone: 954-442-7771 -- Fax: 954-442-8188
preferredtitle@bellsouth.net

Date: _____

Re:

Dear Washington Mutual Bank:

Preferred Title & Escrow, Inc. will be the closing agent for the above captioned transaction. In order to expedite your closing, please provide the following information as soon as possible by phone or fax.

- 1) Are you represented by an attorney? If not, your closing/settlement fee **will be paid by your mortgage company in the short sale.** Of which includes Abstracting, Doc Prep, Courier, Storage, etc. This does not include the actual fees charged for any Homeowners Association estoppel, City Lien Search. If you have an attorney, please provide their name and phone number. **(ALL TITLE FEES PAID BY YOUR MORTGAGE COMPANY IN THE SHORT SALE).**
- 2) Will all people in title to the subject property be attending closing? If not, who will not be there: name(s) and address(es).
- 3) Do you have any existing mortgages, including equity lines? Name, address, and loan # for each.
- 4) Please provide Social Security Numbers and marital status for all people in title.
- 5) Do you pay maintenance? If so, name of company and phone #.
- 6) Please provide a copy of your Owner's Title Policy and Deed.
- 7) Please provide your phone number(s) during business hours.
- 8) Please provide your forwarding address.

Your help in providing the requested information as soon as possible will help us to proceed towards a smooth closing. Do not hesitate to call with any questions regarding your file.

Sincerely,

Preferred Title & Escrow Inc.

PLEASE RETURN ALL REQUESTED INFORMATION WITHIN TWO (2) DAYS.