

BRENNAN TITLE COMPANY

Instructions: When submitting forms to Brennan Title please fax or email (scan and email) to the appropriate location. *Please confirm that forms have been signed where appropriate.*

Location	Fax To	Email To
Annapolis, MD	410-224-8343	LVJump@brennantitle.com
Bowie/Annapolis, MD	301-262-6701	Cn4brennantitle@aol.com
Camp Springs, MD	301-423-5354	Sara@brennantitle.com
Fort Washington, MD	301-203-0802	Belinda@brennantitle.com
Ocean Pines, MD	410-600-0636	Pete@btc-op.com
Owings, MD	301-855-0977	RUpton@brennantitle.com
Prince Frederick, MD	410-535-4813	Melinda@brennantitle.com
Relocation Division	301-316-3270	Lynda@brennantitle.com
Waldorf, MD	301-885-3205	Belinda@brennantitle.com
McLean, VA	703-917-0860	Kgrammes@brennantitle.com
Delaware - Eastern Shore	302-541-0583	pete@btc-op.com
Washington, DC	202-537-1821	LBentley@brennantitle.com

BRENNAN TITLE COMPANY

Property Address: _____
BTC Case #: _____

SELLER INFORMATION FORM

SELLER # 1

Seller's Name: _____
Forwarding Address: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____ Fax #: _____
E-Mail: _____ SSN: _____

SELLER # 2

Seller's Name: _____
Forwarding Address: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____ Fax #: _____
E-Mail: _____ SSN: _____

LOAN PAYOFF INFORMATION:

PAYOFF # 1

Existing Lender Name: _____
Address: _____
Loan #: _____
Phone #: _____

PAYOFF # 2

Existing Lender Name: _____
Address: _____
Loan #: _____
Phone #: _____

HOA/CONDO DUES

Management Company Name: _____
Address: _____

Phone #: _____
Fax #: _____

LISTING AGENT INFORMATION:

Agent Name:
Agent's Affiliated Company:
Address:
Commission: _____ Listing: _____ Selling: _____
Administrative Fee:

DC Properties Only: Please complete the below information:

HAS THE PROPERTY BEEN OCCUPIED BY TENANTS IN THE PAST 24 MONTHS?
_____ **YES***** _____ **NO**

***IF THE DC PROPERTY HAS BEEN OCCUPIED BY TENANTS IN THE PAST 24 MONTHS, **PLEASE STOP AND CALL US IMMEDIATELY!!!** WE MUST OBTAIN ADDITIONAL INFORMATION FROM YOU PRIOR TO PROCEEDING WITH THIS TRANSACTION!!

OTHER INFORMATION:

Please provide proper spelling and wording of your name, as you would like to show on title. Please notify us immediately if, a Power of Attorney will be needed. We shall be pleased to accommodate this request on your behalf.

PLEASE SUBMIT TO BTC VIA FAX OR E-MAIL AT YOUR EARLIEST OPPORTUNITY. THANK YOU.

Payoff Request Authorization

(Please complete one of these authorizations for each mortgage or line of credit)

To Whom It May Concern:

Re: Property address:

Bank/Mortgage Company to be paid off:

Name: _____

Phone #: _____

LOAN NUMBER: _____

Address (Customer Service address not P.O. Box where you send monthly payments):

Social Security Numbers

Borrower 1 _____

Borrower 2 _____

Dear Lender:

Please release payoff information for the above referenced loan to Brennan Title Company.

Signed:

Name: _____

Name: _____