



FIRST EXCEL TITLE, LLC

Real Estate Settlement Services

Fairfax Office

3201 Jermantown Road, Suite 350
Fairfax, VA 22030
Telephone: (703) 259-0840
Facsimile: (703) 259-0841

District of Columbia Office

5335 Wisconsin Avenue, Suite 440
Washington, DC 20015
MAIN: (202) 686-2876
EFAX: (703) 592-9040

www.firstexcel.net

DEAR VALUED REALTOR:

Congratulations to your client(s) on their upcoming purchase. First Excel Title, LLC will proceed to take care of the details necessary for the settlement.

SETTLEMENT DATE: If your client(s) have reason to believe they will not be available at the time of settlement, please have them contact our office immediately to have a Power of Attorney prepared on their behalf. All Powers of Attorney **MUST** be approved by this office **AND** the purchaser(s) lender **PRIOR** to closing.

CLOSING FUNDS: First Excel Title, LLC no longer accepts cashier's checks for closing funds due in an amount greater than \$2,000.00 as those checks are not considered "guaranteed funds" by our bank. We strongly encourages ALL parties (purchasers/borrowers/lenders/sellers) to wire any funds due prior to closing to avoid any question as to the availability of funds at settlement. **PLEASE CONTACT OUR OFFICE FOR WIRING INSTRUCTIONS.**

SETTLEMENT LOCATION: First Excel Title, LLC is located at: 3201 Jermantown Road, Suite 350, Fairfax, VA 22030 (directions to our office can be found on our website) or mutually agreed upon location.

ADMINISTRATIVE FEE(S)/REALTOR CREDITS: A Realtor Information Sheet is included so that you may alert us of any administrative or additional commission fees that you may charge to your client(s) at closing. Please complete this form and return to our offices at your earliest opportunity. Additionally, **ANY REALTOR CREDITS MUST BE APPROVED BY THE LENDER PRIOR TO CLOSING AND A LETTER SIGNED BY YOUR BROKER MUST BE PROVIDED.**

Should you have any questions prior to settlement, or wish to discuss any aspect of the transaction, please do not hesitate to contact us. We look forward to meeting you and hope that you will find this transaction to be memorable.

Contact information for our Processors are below:

Richard Campbell, Processor

Direct: 703-259-0756

Email: RCAMPBELL@FIRSTEXCEL.NET

Laura Greenwood, Sr. Processor

Direct: 703-259-0845

Email: LGREENWOOD@FIRSTEXCEL.NET

Megan Saman, Processor

Direct: 703-259-8659

Email: MSAMAN@FIRSTEXCEL.NET

PLEASE EMAIL ALL COMPLETED DOCUMENTS AND CONTRACT RELATED ITEMS TO:

TITLE@FIRSTEXCEL.NET

Please also visit our website at: WWW.FIRSTEXCEL.NET

Thank you for the opportunity to handle your transaction.

Best and warmest regards,

Lauren Vanni Kinard, President
First Excel Title, LLC



*For more information, go to this link:
<http://www.compliancesuccess.com/first-excel-title-llc-4/>



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REALTOR INFORMATION SHEET – SELLING AGENT

To: _____ via Email: _____

Real Estate Company: _____

Information Sheet for: _____

CLOSING LOCATION: First Excel Title, LLC

CLOSING DATE: _____ CLOSING TIME: _____

COMMISSION/ADMINISTRATIVE FEE(S)/REALTOR CREDITS:

Amount of Commission: _____ **Overnight Address for Commission Check:**

Administrative Fee: _____

Phone: _____

Realtor Credit*: _____ **Attn:** _____

**please note: we must have a letter from your broker specifying the DOLLAR AMOUNT OF THE REALTOR CREDIT and transaction. This credit also must be approved by the lender if applicable.*

We will be FEDEXING your commission check to the address you provide above. FEDEX requires a recipient phone number on all shipping labels

HOA/CONDO INFORMATION (if applicable)

Name: _____ Phone Number: _____

Management Company: _____ Contact: _____

ANY OTHER INFORMATION WE SHOULD KNOW:

**PLEASE RETURN THIS FORM AT YOUR EARLIEST POSSIBLE
CONVENIENCE TO:**

TITLE@FIRSTEXCEL.NET