



CT & E

CT & E Settlement, LLC
7353 McWhorter PL Suite 201
Annandale, VA 22003
Tel. 703-992-7812 admin@ctesettlements.com

CT & E Settlements, LLC want to thank you for choosing us to handle the settlement of your property!

Enclosed you will find some important information for you to fill out to the best of your knowledge, sign and return to this office at your earliest convenience to avoid any unnecessary delays.

If you have any questions or concerns don't hesitate to contact us. We look forward to working with you.

Settlement Date:

Property Address:

Seller1 Full Name: _____ SS# _____

Marital Status: _____ U.S. Citizen: Yes _____ NO _____ Phone #: _____

Email: _____

Seller2 Full Name: _____ SS# _____

Marital Status: _____ U.S. Citizen: Yes _____ NO _____ Phone #: _____

Email: _____

- Any Power of Attorney Yes No
- Any of the owner/s has died since acquiring this property.
- Is an Estate, a Trust OR Trustee(s) selling the property? Circle the correct answer

If any of the above applies please contact our office OR submit proper documentation to validate the sale.

EXISTING MORTGAGE PAYOFF INFORMATION:

Existing Lender _____ Phone: _____ Loan Number: _____

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AGENT COMMISSIONS:

Listing Broker: _____% Admin Fee: _____ Selling Broker: _____%

PROPERTY ASSOCIATION INFORMATION:

Association Name: _____ Management Co: _____

Phone #: _____ Email OR Website _____ Amount: \$ _____

Payment frequency: _____ Transfer Fee: _____ Special Assessments: _____

AUTHORIZATION TO RELEASE PAYOFF INFORMATION

Authorization Date: _____ Seller's Name: _____

Property Address: _____

Lender's Name: _____ Loan Number: _____ Lender's Phone: _____

This statement authorizes you to release to CT & Settlements, LLC any and all information and/or documentation including but not limited to the appropriate payoff statement and/or Certificate of Satisfaction in connection with any and all liens on the above property.

Seller's: _____ Date: _____

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