

**FIRST TITLE AND ESCROW COMPANY, INC.**

2000 Richard Jones Road, Suite 110  
Nashville, TN 37215  
(615) 383-0711  
Fax (615) 383-2605

DATE/TIME: 10/12/2009 10:19:51 AM

PLEASE DELIVER THE FOLLOWING TO:

NAME: Ralph Howard - The Home Buyers Realty

FAX NO.: +1 (888) 813-2009

SUBJECT:

FROM: Beth Brock

TOTAL NUMBER OF PAGES: 2 (including cover sheet)

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MESSAGE:

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# FIRST TITLE AND ESCROW COMPANY, INC.

2000 Richard Jones Road, Suite 110

Nashville, Tennessee 37215

(615) 383-0711

Fax (615) 383-2605

October 12, 2009

Ralph Howard - VIA FACSIMILE #(888)813-2009  
RDH Services, The Home Buyers Realty

RE:      Seller:            Paul Maple and Ericka Maple  
         Buyer:            David Merryman and Erin Merryman  
         Property:        2514 Sunset Place, Nashville, TN, 37212  
         Our File No.:     29100-10-2009

Dear Mr. Howard:

We have received a request to perform the preliminary title search and handle the closing on the above-captioned property, on behalf of the Buyer(s). If First Title and Escrow Company, Inc. is not the intended settlement agent for the Seller(s), please advise ASAP and disregard this request for information.

Our file has been assigned to **Emily May** to prepare for closing. Please call **Emily** at Tele #615-383-0711 or e-mail at: [Emily@FTECTN.Com](mailto:Emily@FTECTN.Com) with questions regarding the file and to schedule the closing.

To help expedite the closing, **Emily** will need the following information:

1. Seller(s) forwarding address
2. Name, phone number, address and account number for existing lender(s) and the seller's social security number to request payoff(s).
3. Copy of Seller's title insurance policy (dated within 10 years)
4. For tax reporting purposes, is this the Seller's principal residence?
5. Will the Seller be present for closing? Yes No *explain:*
6. Name and telephone number of the management company for the homeowner's association, *if applicable.*

Please feel free to use this letter to note your answers and return by mail or fax to Emily at the above-listed address or fax numbers, at your earliest possible convenience. Thank you for your time and cooperation.

Yours very truly,

FIRST TITLE AND ESCROW COMPANY, INC.