Lender open letter at contract

Hi Katie,

I understand you are the Loan Officer assisting the Smith’s with their purchase of 123 ABC Street. We would like to take this opportunity to welcome you to Add Title Co in Add City. I am Sally Assistant, assistant to Susie Escrow, your escrow officer on this transaction. Your escrow number is **32210868**. We can be reached at (555) 555-5555 or via email at [susie.escrow@fnf.com](mailto:susie.escrow@fnf.com)  or[sally.assistant@fnf.com](mailto:angie.branco@ctt.com). Our fax number is (555) 444-1234. Please feel free to contact us if you need anything at all. Please find links below for your Preliminary Title Report and Wire Instructions.

Include Link for Prelim

Include Link for Wire Instructions

With a goal of each transaction being a positive experience you and your client, please review the questions below.  If you answer YES to any of these questions, please contact your escrow officer immediately as further action may be necessary.

We look forward to working with you on this transaction, please feel free to call or email with any questions

·         Will any party of the transaction be signing with a Power of Attorney?

·         Are any of the parties in title to the property deceased?

·         Has any party to the transaction had a recent change in marital status?

·         Is this property involved in a 1031 tax deferred exchange?

·         Does any party not have a valid government-issued ID or driver license?

·         Is the seller a foreign person or entity?

·         Is the seller not a resident of Oregon?

·         Will any parties be out of town during the transaction?

·         Are any parties involved in a bankruptcy or foreclosure?

As your closing agent, it’s our goal to provide a stress-free transaction for you and your buyer. We would appreciate your assistance helping us obtain loan documents a minimum of 48 hours prior to close, to insure a timely closing without the need of a same day signing/recording, which is extremely stressful for a buyer.

**Please be sure to reference our escrow number in the subject line when emailing us.**

Thank you. We look forward to working with you.

Your Name

Title

Office#/Email