



# FIRST EXCEL TITLE, LLC

*Real Estate Settlement Services*

**Fairfax Office**

3201 Jermantown Road, Suite 850  
Fairfax, VA 22030  
MAIN: (703) 259-0840  
FAX: (703) 259-0841

**District of Columbia Office**

5335 Wisconsin Avenue, Suite 440  
Washington, D.C. 20015  
MAIN: (202) 686-2876  
EFAX: (703) 653-8102

[www.firstexcel.net](http://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.

LOCATION: First Excel Title, LLC is located at: 3201 Jermantown Road, Suite 850, Fairfax, VA 22030. (Main Office)

ADMINISTRATIVE FEE(S)/REALTOR CREDITS: A Realtor Information Sheet is included so that you may alert us of any administrative or additional commission fee(s) that you may charge to your client(s) at closing. Please advise our office in writing of any administrative or additional commission fees that you may charge to your client(s) at closing. Additionally, ANY REALTOR CREDITS **MUST BE APPROVED BY THE LENDER PRIOR TO CLOSING WITH A LETTER SIGNED BY YOUR BROKER.**

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 my staff is below:

Amanda W. Mayo, Settlement Agent/Processor  
Direct: 703-259-0844  
Email: [AMAYO@FIRSTEXCEL.NET](mailto:AMAYO@FIRSTEXCEL.NET)

Bari Marteny, Set-up Processor  
Direct: 703-766-1044  
Email: [BMARTENY@FIRSTEXCEL.NET](mailto:BMARTENY@FIRSTEXCEL.NET)

Song Chong, Post-closing Processor  
Direct: 703-259-0845  
Email: [SCHONG@FIRSTEXCEL.NET](mailto:SCHONG@FIRSTEXCEL.NET)

Please also visit our website at: [WWW.FIRSTEXCEL.NET](http://WWW.FIRSTEXCEL.NET)

Thank you for the opportunity to handle your transaction.

Best and warmest regards,

Lauren Vanni Kinard  
Senior Vice President

Enclosures: Realtor Information Sheet

**REALTOR INFORMATION SHEET**

Agent Name: \_\_\_\_\_ 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: \_\_\_\_\_

Realtor Credit\*: \_\_\_\_\_ **Attn:** \_\_\_\_\_

*\*please note that for realtor credit, we must have a letter from your broker specifying the amount and transaction. This credit also must be approved by the lender if applicable.*

**HOA/CONDO INFORMATION (if applicable)**

Name: \_\_\_\_\_  
PhoneNumber: \_\_\_\_\_  
Management Company: \_\_\_\_\_  
Contact: \_\_\_\_\_

**ANY OTHER INFORMATION WE SHOULD KNOW:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*PLEASE RETURN THIS FORM AT YOUR EARLIEST POSSIBLE CONVENIENCE\*\***

**RETURN TO:**

First Excel Title, LLC  
3201 Jermantown Road, Suite 850  
Fairfax, VA 22030  
Main Fax Line: 703-259-0841

**AMANDA W. MAYO:**

p: 703-259-0844  
[amayo@firstexcel.net](mailto:amayo@firstexcel.net)  
efax: 703-890-2517

**BARI MARTENY:**

p: 703-766-1044  
[bmarteny@firstexcel.net](mailto:bmarteny@firstexcel.net)  
efax: 703-653-7401