

OCEAN STATE TITLE & ESCROW, LLC

14 Breakneck Hill Road – Suite 102
Lincoln, Rhode Island, 02865

MICHAEL J. HEALEY, Attorney at Law
NICOLE J. SHANNON, Attorney at Law
JOANN B. COURNOYER, Paralegal-Office Manager

Tel: 401.305.3650
Fax: 401.305.3655
www.oceanstatetitle.com

Dear Sir/Madam:

Thank you for selecting our title company to assist you in connection with your purchase of a home. We appreciate the opportunity to work with you and we will do our best to make the process as easy as possible for you.

During your home buying process, we typically render the following services:

- Our attorneys can advise you as to the terms of your purchase and sales agreement.
- We will arrange for a title search of the property.
- We will prepare or review the mortgage documents and explain to you the legal significance of all documents.
- We will prepare the closing statement and the adjustments and review all figures with you at closing. We will make a full accounting of all funds used in the transaction. If you wish, a copy of the HUD-1 settlement statement may be made available for your review prior to closing, assuming the statement is available to us at that time.
- We will conduct your closing and record all appropriate documents on the local land records as soon as possible after the closing.
- We will issue such title insurance policies as may be required or requested.

PLEASE NOTE THAT AT THE TIME OF CLOSING, YOU WILL BE REQUIRED TO BRING A CERTIFIED OR BANK CASHIER'S CHECK FOR THE NET BALANCE DUE.

To ensure that your transaction goes smoothly please complete the attached form and return it to us by mail, fax (401) 305-3655 or email (info@oceanstatetitle.com).

We know this transaction is important to you. Thank you again for selecting Ocean State Title & Escrow, LLC to assist you in the purchase of your home. Should you have any questions or comments, please feel free to contact us.

Very truly yours,

Ocean State Title & Escrow, LLC

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Name: _____

Name: _____

Your E-mail address: _____

Address of property
Being purchased: _____

Phone #: _____

Your FAX number
(if available): _____

Name & Number of
your Homeowner's
Insurance Agent: _____

Buyers' names as they
should appear on the
closing documents: _____

Marital Status: _____