

## 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

Please be advised that our title company will be handling the closing for the above-referenced property. To ensure a smooth closing, please assist us by answering the following questions and providing the requested information. If you have any questions or need to provide any further information please feel free to contact us at **401-305-3650**. Please feel free to answer the following questions on this letter and fax it back to us at **(401) 305-3655**.

Thanks in advance for your assistance.

If you could please answer the following questions:

1. Is the Seller represented by an attorney?      Yes      No  
If yes - please provide the name and telephone number of their attorney \_\_\_\_\_
2. Will the Seller be attending the Closing?      Yes      No  
If No – please provide us with a copy of the Power of Attorney and please be aware that under most circumstances the Deed conveying the property may not be signed by Power of Attorney.
3. (Rhode Island Property) Is the Seller a Rhode Island Resident?      Yes      No  
If No - please advise the Seller that if they do not obtain a certificate of withholding from the RI Division of Taxation then we will have to withhold 6% of their net proceeds.
4. If property is serviced by City/Town Water please provide a water reading \_\_\_\_\_ as of \_\_\_\_\_

If you could please fax the following items at your earliest convenience:

1. Commission Statement
2. Smoke Detector Certificate
3. Oil Adjustment (If applicable)
4. Condominium Resale Certificate (If applicable)
5. List of Rents Collected, When Last Collected and any Security Deposits Held by Seller (If applicable)

Very truly yours,

Ocean State Title & Escrow, LLC