



PINNACLE TITLE & ESCROW, INC.

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Thank you for selecting Pinnacle Title and Escrow, Inc. for your title and settlement needs. We look forward to working with you!

Our goal is to make your transaction as seamless and stress-free as possible. Prior to settlement, we will take care of all the details necessary for the closing to take place, such as obtaining and reviewing the title report and survey (if applicable), ordering the payoff information for all existing liens, coordinating with the buyer's lender and preparing the title commitment.

To help ensure a smooth settlement, there are a couple things we need from you:

- BUYERS:
 - **Buyer Information Sheet** – gives us the information we need to process your file
 - **Earnest Money Deposit** – if Pinnacle Title is to hold the deposit under the sales contract
 - **Disclosure Authorization Form** – authorizes us to discuss the settlement figures with the realtors

- SELLERS:
 - **Seller Information Sheet** – gives us the information we need to process your file
 - **Borrower Authorization** – allows us to request payoff information
 - **Disclosure Authorization Form** – authorizes us to discuss settlement figures with the realtors

Please find links to our website, www.pinnacletitle.com, where you can find information regarding [title insurance](#), the [settlement process](#), [surveys](#), and more.

We greatly appreciate you taking the time to complete these important steps. We encourage you to reach out with any questions or concerns.

Thanks again and we look forward to working with you!