Hello,

Our close date is fast approaching, as the Settlement Agent on the transaction we want to partner with you to provide a fantastic home buying experience for the client.

Currently, we are showing the following:

* Sales price of $\_\_\_\_\_\_\_\_\_ with $\_\_\_\_\_\_ deposited in earnest money
* **Home Warranty provided by \_\_\_\_\_\_\_\_\_\_\_**
* Addendums to contract: \_\_\_\_\_\_\_\_\_\_\_\_\_

* ***Please confirm***
  + ***All parties are in town for signing. If not, where can we send closing docs?***
  + ***All parties have valid ID’s available for notary***
  + ***If your seller is signing with Power of Attorney please confirm we are in possession of approved POA.***

Please let me know if there are any other items we will need prior to closing, otherwise we will reach out to get your seller signed as soon as we are ready.

If you have any questions please do not hesitate to contact us.

Thank you!