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 \_\_\_\_\_\_\_\_\_\_\_**
* Closing Cost Credit to \_\_\_\_\_\_\_\_\_\_\_ for $\_\_\_\_\_\_\_\_\_\_\_
* Addendums to contract: \_\_\_\_\_\_\_\_\_\_\_\_\_

Items we will need prior to closing:

* **Loan Documents** 
  + ***Please confirm the ETA of the loan documents to escrow so that we can insure a timely closing without the need for a same day signing/recording, which is extremely stressful for a buyer.***
* ***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***
  + ***Is your buyer signing with Power of Attorney? If so please confirm we have an 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 everyone scheduled as soon as the loan papers arrive.

At this time, we are preparing the sellers closing documents and will be scheduling them for their signing appointment in the next few days.

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

Thank you!