12-15 Day letter Agents

Hello,

Our closing date is fast approaching.  I need to confirm a few things and make sure that I have all of the information needed to prepare the closing disclosure.

1)      Closing Date – Are we still on target for  (fill in the blank)

2)      Final Addendums – I have addendums  (fill in the blank)

3)      Broker Demands – I have/need   (fill in the blank)

4)      Invoices??

Please provide any information that I’m missing so that I can confirm that the lender is aware of this information prior to preparing and sending out the closing disclosure form to the buyer.  Adjustments to the figures after the closing disclosure has been prepared and sent to the buyer could delay the closing.

I’ll keep you informed when I receive the loan documents and have authorization from the lender to schedule the closing appointments. As your closing agent, it’s our goal to provide you and your buyer a stress-free transaction. We are working with your buyer’s lender to obtain loan documents a minimum of 48 hours prior to close, to insure a timely closing without the need of a same day signing/recording, which will prove extremely stressful for your buyer.

Please let me know if you have any questions or concerns.   Thank you!!