



**K. M. Minemier & Associates, LLC**  
**Real Estate Services**

**Buyer Select Closing Company P-260 Electronic Portal Upload Instructions**

According to our BSCA agreement, you are to upload the final HUD-1 documents into the electronic portal in P-260 that you were given a Super User ID for.

1. Closing Instructions and Certifications of Compliance (all pages)
2. Original Final signed HUD-1; all pages to have approved stamp, signature, or initials in blue ink
3. Dated evidence showing deed was sent for recording with executed copy of the deed within one (1) business day from closing
4. SAMS 1103 with block 3 and blocks 6 to 10 completed
5. Copy of FEDWIRE with date. Case Number should be formatted as 4231000-00000 (this is HUD case number) and property address. FEDWISRE to be received within one business day of closing
6. Disbursement Ledger for incoming and outgoing funds
7. Copy of All checks
8. Proof of disbursements
9. Copy of all applicable invoices or receipts of disbursements
10. Copy of dated shipping label to AM for overnight mail
11. Copy of Power of Attorney/Articles of Organization/Resolution – when applicable
12. Receipt of FedEx/USPS /other shipper charges for reimbursement

**For GNND properties:**

1. Original Note
2. Copy of Mortgage with evidence that it was delivered for recording
3. Copy of Recorded Mortgage – when available

**PLEASE UPLOAD IN THE ORDER GIVEN**