



Dear Settlement Company,

Included in this package is your seller signed HUD-1/Closing Disclosure, ALTA, and deed. As a reminder:

- ✓ Once closing has concluded, you will need to confirm via email with closings@kmmrealty.com.
- ✓ HUDs proceeds are to be wired, and the deed sent for recording within **1 business day** of closing.

Originator to Beneficiary Information to be included on wire, in the format of:

4231 123-456789	(FHA Case# preceded by "4231")
123 First St.	(Property Street Address)
Anywhere, CA	(Property City and State)
ABCDEF0123	Title ID#

- ✓ No later than 48 business hours after closing, a copy of your post-closing package must be uploaded to P260.

CLOSING PACKAGES MUST INCLUDE THE FOLLOWING:

- HUD-1/Seller CD and Combined ALTA as applicable to the sale, to include buyer, seller and escrow agent signatures. E-SIGNATURES ARE NOT ACCEPTABLE ON SETTLEMENT STATEMENTS.
- Copy of the deed
- Dated proof the deed was sent to recording within 1 business day. This proof can be a cover letter to the county recorder's office.
- Copy of the wire confirmation (*Originator to Beneficiary Information format listed above*)
- Copy of the SAMS 1103 Form with blocks 2 and 6-10 completed with contact information listed at bottom of page
- Copy of disbursement ledger with incoming and outgoing funds
- Copies of checks, wires and invoices disbursed for HUD per settlement statement.
- Copy of Power of Attorney/Articles of Organization/Resolution, if applicable

If you have any other questions, please email your closing specialist.

Thank you,

K.M. Minemier closing team

closings@kmmrealty.com

Wire Instructions Guide

The wire instructions are sent from KM Minemier with all the closing instruction forms once the sales contract has been ratified. It can also be found on HUD's website

Amount:

2.	Amount	2000	
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The amount entered here should be the amount wired which should be the exact amount on line 603 of the HUD-1

Receiver DI:

3A.	Receiver DI	3400	021030004
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This is HUD's routing number for the wire 021030004

Receiver Name:

3B.	Receiver Name	3400	TREAS NYC
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This is HUD's bank. The address for the bank is 33 Liberty Street, New York, NY 10045

Beneficiary Identifier:

5B.	Beneficiary Identifier	4200	86090300
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This is HUD's account number 86090300

Beneficiary Name:

5C.	Beneficiary Name	4200	US Department of HUD
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HUD's address is for this purpose is

Five Points Plaza
40 Marietta Street
Atlanta, GA 30303-2806

OBI - Line 1:

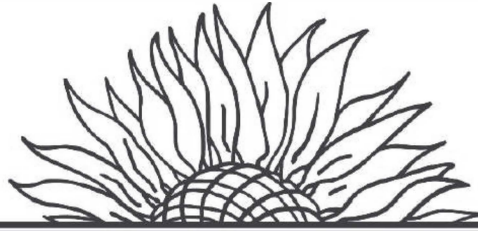
7.	OBI-Line 1	6000	4 2 3 1	Old FHA Case Number
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HUD's case number MUST be in the wire or it will not be recognized in HUD's system

OBI - Line 4:

10	OBI-Line 4	6000	Closing Agent NAID
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This is you're assigned TITLE ID. It will look something like "ALLECI0010"



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 for which you were given a Super User ID. The following items are to be uploaded in the order given:

1. HUD-1 or Seller CD and Combined ALTA (as applicable to sale) with buyer and seller and escrow agent signatures.
2. Executed copy of deed and dated and referenced evidence showing deed was sent for recording within one business day from closing.
3. SAMS 1103 with block 2 and blocks 6 to 10 completed and contact information at bottom
4. Copy of proceeds wire confirmation with the Originator to Beneficiary Information formatted correctly - 4231 preceding HUD Case Number - property street address - city and state - title ID number. FEDWIRE to be received within one business day of closing
5. Disbursement Ledger for incoming and outgoing funds
6. Copies of checks, wires and invoices disbursed for HUD per settlement statement.
7. Copy of Power of Attorney/Articles of Organization/Resolution – when applicable

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

Helpful Tips For Uploading - P260 Portal can be found at <https://www.hudp260.com>

1. At the Home screen, click “Search Active Contracts” and then enter just the 9-digit case number (with or without the dash) and click Submit. If the case isn’t found the first time, click the Clear button, then reenter the case number and click Submit again.
2. Once you see the case information, click the actual number under the “Bid Receipt Number” column (third column from the left). That will display the Property Contract screen. On the far right, you’ll see three links in the Functions area (you may need to scroll to the right to see this area).
3. Click the “Add Attachments” link where you’ll first select the Category (Settlement), and then a Subcategory.
Type in a brief description, and then click “Browse” (or “Choose File”) to find the file on your computer or network.
4. Click Save once everything’s in place.

Please contact the Help Desk if you need additional assistance. The phone number is 805-699-2053 and the hours are 8 am to 8 pm Eastern Time, Monday through Friday (except for Federal holidays).

Post – Closing Instructions

The Contractor shall perform all necessary post-closing activities, including, but not limited to, those below to ensure HUD is able to accurately and timely reconcile the closing. The Contractor shall retain copies to verify completion of each task in the Closing Agent file for the property.

Buyer Select Closing Company Tasks:

- **Verification of Closing:** On the same day that the closing takes place, the Buyer Select Closing Company is to notify K.M. Minemier & Associates LLC that the closing took place.
- **Wire Proceeds:** Not later than one banking day after the closing, the Buyer Select Closing Company shall wire the net sales proceeds to the U.S. Treasury via FEDWIRE using the information contained on the SAMS-1103, Request to Transfer Funds.
- **Deliver the Deed for Recordation:** Not later than one day after the closing has taken place, the Buyer Select Closing Company shall: Deliver the deed for legal recordation in the correct county and provide written notification to AM, Taxing Authority and HOA

A post-closing package is required for each closing transaction. The *package* is due to K.M. Minemier & Associates LLC no later than two (2) business days after closing has occurred via overnight.

Post-closing packages must include the following documents:

- The original HUD-1 or Seller CD and Combined ALTA as applicable to the sale, with buyer, seller and escrow agent signatures. E-SIGNATURES ARE NOT ACCEPTABLE ON SETTLEMENT STATEMENTS.
- Copy of deed and evidence the deed was delivered for recordation or a recorded copy.
- Copy of the SAMS 1103 form completed with proceeds wire information.
- A copy of fully executed transfer of proceeds wire confirmation. **NOTE: It is critical that the FHA case number in the correct format as on SAMS 1103 form is included with the wire transaction so the funds can be correctly applied.**
- Copy of the disbursement log accounting for all incoming and outgoing funds related to the transaction
- Copies of checks, wires and invoices disbursed for HUD per settlement statement.

Good Neighbor Next Door (GNND) transactions require the following additional documents:

- Original Note
- Copy of the Mortgage with evidence that it was delivered for recording
- Copy of the recorded Mortgage (when available)

Single Family Acquired Asset
Management System (SAMS)
Request to Wire Transfer Funds

U.S. Department of Housing
and Urban Development
Office of Housing
Federal Housing Commissioner

OMB Control #2502-0306
Exp (4/30/2020)

See back for Instructions and Public Reporting Burden Statement

Required Fedwire Information

Field Tag #			Field Contents
1.	Type/Subtype Code	1510	10/00
2.	Amount	2000	
3A.	Receiver DI	3400	021030004
3B.	Receiver Name	3400	TREAS NYC
4.	Business Function	3600	CTR
5A.	Beneficiary ID Code	4200	D
5B.	Beneficiary Identifier	4200	86090300
5C.	Beneficiary Name	4200	US Department of HUD

Closing Agent. For each HUD closing, enter the requested information in blocks 6 thru 10 and present this form to your bank's wire transfer department. It is your responsibility to ensure the data are transmitted in the prescribed format. Request that your bank establish a repetitive templet for this format.

Wire Transfer Agent. Please follow these instructions:

- A. Transmit each character shown below in the field contents exactly as written.
- B. Do not include the preprinted informational headings, e.g., Closing Agent Business Name, Old FHA Case Number, etc., in the transmission.
- C. Blank fill all lines after entering the required information. Each OBI line contains 35 characters.
- D. Key verified data prior to transmission.
- E. Sample transmission of OBI data: 4231 123-456789

123 First St.
Anywhere, CA
ABCDEF1234

Field Tag #			Field Contents
6.	Originator Name	5000	Closing Agent's Business Name
7.	OBI - Line 1	6000	4 2 3 1 Old FHA Case Number
8.	OBI - Line 2	6000	Property Address
9.	OBI - Line 3	6000	City State
10	OBI - Line 4	6000	Closing Agent Title ID

If you have questions regarding this request, please call:
Contact Person for Closing Agent

Phone Number (include area code)

Public reporting burden for this collection of information is estimated to average 6 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information and you are not required to complete this form unless it displays a currently valid OMB control number.

This information enables HUD to record and process financial transactions in its automated Single Family Acquired Asset Management System (SAMS) to dispose of acquired single family properties. HUD reimburses property managers, closing agents, selling brokers, and trade vendors for their services in maintaining, marketing, and selling HUD homes, and HUD collects funds associated with the sales of these properties. The information enables HUD to create and maintain sound financial management practices and effective internal controls over the property disposition program. A response is required to obtain or maintain a benefit.

Treasury Financial Communications Systems (TFCS)

Instructions for Completing form SAMS-1103, Request to Wire Transfer Funds

Required Data for Bank Use Only

1. **Type/Subtype Code (1510):** The type/subtype code will be provided by the sending bank.
2. **Amount (2000):** The transfer amount will be provided by the depositor. Include decimal points, but do not include dollar signs or commas in the transfer amount.
3. **Receiver DI (3400):** This information contains two parts (A and B) and identifies the receiving institution provided on the form. **Do not alter this information.**
4. **Business Function (3600):** The Business Function Code describes the business purpose of the message. Sending banks should use either the Customer Transfer (CTR) or Customer Transfer Plus (CTP) Business Function Code.
5. **Beneficiary (4200):** This information contains three parts (A, B, and C) and identifies the ultimate party to be credited or paid. **Do not alter this information.**

Note: Items 3. and 5. above are of critical importance and they must appear on the funds transfer deposit message in the precise manner as stated. This will permit the automated processing and classification of the funds transfer message to the agency location code of the appropriate agency.

Required Data from Closing Agent

6. **Originator (5000):** This identifies the business name of the originator of the payment order contained in the transfer and must be provided by the depositor.
7. **OBI - Line 1 (6000):** The nine digit old FHA case number specified on the form HUD-9548, Sales Contract. The pre-printed number 4231 identifies the Single Family Property Disposition Program. **Do not alter this number.**
8. **OBI - Line 2 (6000):** The property address of the property sold/closed.
9. **OBI - Line 3 (6000):** The city and State of the property sold/ closed.
10. **OBI - Line 4 (6000):** The closing agent's 10 character Title Identification provided by the local HUD Office.