



PRECLOSING INSTRUCTIONS

Established in 2013, HUD implemented the Buyer Select Closing Agent Program. Under this program, the responsibility of all home closing functions transfer from HUD to the buyer selected closing agent. It's critical to find a closing agent that is skilled at navigating HUD closings.

It is the responsibility of the BSCA to submit pre-closing documentation to K.M. Minemier & Associates 5 business days prior to scheduling closing at closings@kmmrealty.com.

NOTE - CLOSING CANNOT BE SCHEDULED WITHOUT PRECLOSING DOCUMENT REVIEW.

A complete preclosing package must include the following;

- ❑ Seller Closing Disclosure (CD) and combined buyer/seller ALTA statement or;
- ❑ HUD-1 Settlement Statement (cash sale)
- ❑ Proposed deed from the seller to the buyer. Delegation of Authority Provided The deed and supporting accompanying documents shall be as follows:
- ❑ Deed. A deed conveying the property to the Federal Housing Commissioner.
 - The deed shall contain covenants which warrant title against acts of the grantor, and all claiming by, through, or under said grantor, if the grantor is the mortgagee or mortgagor; if the grantor is a party other than the mortgagee or mortgagor, the special warranty covenants may be limited or amended to accord with the law of the particular jurisdiction.
- ❑ Tax invoice(s) to support prorations
- ❑ HOA invoice to support HOA dues (if applicable)
- ❑ Prepaid UPS or FedEx shipping label for original closing documentation receipt.

The settlement statement may not include additional seller fees except items noted above.

HUD is exempt from paying transfer taxes and stamp fees.

Illinois HUD Closing Address (3A)
US Dept. of Housing & Urban Development
40 Marietta St
Atlanta, GA 30303

Michigan Closing Address (1P)
US Dept. of Housing & Urban Development
801 Market St.
Philadelphia, PA 19107

Preclosing review can be sent to closings@kmmrealty.com.

U. S. Department of Housing and Urban Development
Atlanta Homeownership Center
40 Marietta Street
Atlanta, Georgia 30303-2806
(800) CALLFHA or (800) 225-5342



February 23, 2023

Marlene Minemier
K.M. Minemier & Associates, LLC
169 Daniel Webster Highway, Suite 18B
Meredith, NH 03253

Dear Ms. Minemier:

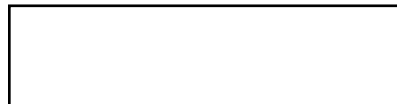
SUBJECT: Delegation of Authority for Contract Area —3A Asset Manager

In accordance with the re-delegation of Authority, dated July 18, 2005, and executed by the Assistant Secretary for Housing-Federal Housing Commissioner, the authority to execute all documents necessary in connection with the management and sale of residential real property acquired by HUD under its insured mortgage programs, including the authority to execute, acknowledge, seal, and deliver any agreements of sale, special warranty deeds, form HUD-1 Settlement Statements, and any other instrument that may be necessary in connection with property management and sales on behalf of the Department, is hereby delegated to:

<i>Name of authorized employee</i>	<i>Title</i>
Marlene Minemier	Owner/Principal
Kate Connor	Contract Manager
James Conner	Project Manager
Nicole Lawson	Vendor Management
Mona Knight	Administrative Support

Effective with the date of this letter, the delegated authority granted in this document shall commence and be in full force and effect. Such delegated authority shall remain in full force and effect until **August 31, 2023**, unless otherwise terminated in writing by the execution and delivery of an instrument revoking the authority hereby granted.

Sincerely,



N. Daniel Rogers III
Director
Atlanta Homeownership Center



U.S. Department of Housing and Urban Development

Homeownership Center
The Strawbridge's Building
801 Market Street
Philadelphia, Pennsylvania 19107-3389

March 1, 2023

Marlene D. Minemier
K.M. Minemier & Associates LLC
169 Daniel Webster HWY, Suite 18B
Meredith, New Hampshire 03253

RE: Contract Number: 86616022D00018

Dear Ms. Marlene D. Minemier:

SUBJECT: Delegation of Authority for Contract Area 1P

In accordance with the Redelegation of Authority dated June 20, 2012, and executed by the Assistant Secretary for Housing Federal Housing Commissioner, the authority to execute all documents necessary in connection with the management and sale of HUD owned properties located in MI on behalf of the Department of Housing and Urban Development, is hereby delegated to:

Name	Position
Marlene Minemier	Owner/Principal
Kate Connor	Contract Manager
James Conner	Project Manager
Nicole Lawson	Vendor Management
Mona Knight	Administrative Support

Effective with the date of this letter, the delegated authority granted in this document shall commence and be in full force and effect. Such delegated authority shall remain in full force and effect until August 31, 2023 unless otherwise terminated in writing by the execution and delivery of an instrument revoking the authority hereby granted.

Sincerely,

A handwritten signature in black ink that reads "ANDREW CIANCI".

Andrew Cianci
Acting HOC Director
Philadelphia Homeownership Center

Cc:

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