

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:** NLT 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 and the Certification
- Evidence the deed was delivered for recordation or a recorded copy
- Mortgage Note if Applicable
- Deed of Trust or Mortgage if applicable
- A copy of the bank fully executed transfer of proceeds wire confirmation
- A copy of all applicable invoices or receipts of disbursements
- Copy of the disbursement log accounting for all incoming and outgoing funds related to the transaction
- **NOTE: It is critical that the FHA case number is included with the wire transaction so the funds can be correctly applied**

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)