



## PRECLOSING INSTRUCTIONS

Established in 2013, HUD implemented the Buyer Select Closing Agent Program, which means homebuyers must engage their own closing agents. Under this program, the responsibility of all home closing functions transfer from HUD to the buyer selected closing agent. Due to these changes, it's imperative 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](mailto: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
- 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)	Michigan Closing Address (1P)
US Dept. of Housing & Urban Development 40 Marietta St Atlanta, GA 30303	US Dept. of Housing & Urban Development 801 Market St. Philadelphia, PA 19107

Preclosing review can be sent to [closings@kmmrealty.com](mailto: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



March 24, 2022

Marlene Minemier  
K.M. Minemier & Associates, LLC  
4975 LaCross Road, Suite 252  
North Charleston, SC 29604

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:

<u>Name of authorized employee</u>	<u>Title</u>
Marlene Minemier	Owner/Principal
Michele Duval	Contract Manager
James Conner	Project Manager
Nicole Lawson	Contract Support
Mona Knight	Administrative Support
Qadeera Ingram	Broker Specialist
Donna Easterling-Becude	Closing Support Admin

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 **May 31, 2022**, 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, appearing to read "N. Daniel Rogers III".

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

September 1, 2022

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 Redellegation 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
Michele Duval	Closing Manager
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 February 28, 2023 unless otherwise terminated in writing by the execution and delivery of an instrument revoking the authority hereby granted.

Sincerely,

ANTHONY  
TRIOLO

Digitally signed by ANTHONY TRIOLO  
DN/CN = ANTHONY TRIOLO C = US O =  
U.S. Government OU = Department of  
Housing and Urban Development, Office of  
Housing  
Date: 2022.09.01 12:47:47 -0400

Anthony Triolo  
HOC Director  
Philadelphia Homeownership Center