

Pre-Closing Instructions Estimated HUD 1

A pre-closing package is required for each closing transaction. The package is due K. M. Minemier & Associates LLC no later than five (5) business days prior to closing in comply with HUD requirements.

Pre-closing packages must include the following documents:

- HUD – 1 and signature affidavits
- FHA case number must appear on the HUD – 1. This is generally input in field #8 along with the new FHA case number or in the “Seller Name” field.
- The address for the seller must read:
- Secretary of Housing & Urban Development (**Appropriate Address for each HOC—
Example: 34 Civic Center Plaza Room 7015, Santa Ana, CA 92701**)
- Deed
- Supporting documentation of any charges show to HUD on the Settlement Statement (all past due bills Utility/HOA’s etc.)
- Include recent tax documentation from the county
- Lender documents (insurance binder invoices, fee contributing to Seller – paid closing cost itemization (from the ratified Sales Contract; Line 5) itemizing all the costs to be paid by seller, with an adding machine tape to verify total amount or separate breakdown list
- Copies of Extension Fee payment if applicable
- Seller’s affidavit (if applicable)
- Your contact information in order for the AM Contractor to forward the original Grant Deed or Special Warranty Deed with correct legal description.

Closing costs automatically paid by HUD:

- Proration of property taxes and any special assessments such as Homeowner’s Association (HOA) fees and utility bills
- Condominium or HOA Transfer Fee, if applicable
- Cost to provide condominium documents to purchaser
- Repair Escrow Inspection Fee of \$200 (if applicable on loan docs)
- Recording Fees, HUD will automatically pay recording grant deed only
- Overnight Fee for Final Certified HUD1 sent to AM Contractor

Note: HUD Notice: H 09-17 identifies allowable closing costs paid in connection with the sale of HUD-owned Single Family Properties in which are reasonable and customary (statement is on line 5 of purchase contract)

**Pre-Closing Instructions
Estimated HUD 1**

K.M. Minemier & Associates will review the preliminary HUD-1 or Closing Disclosure and all revised HUD-1's / Closing Disclosures received from the Closing Agent. K.M. Minemier & Associates and the Buyer Select Closing Company are responsible for ensuring that the HUD-1 is complete and accurate. K.M. Minemier & Associates will communicate with the Buyer Select Closing Company until the HUD-1/ Closing Disclosure is final and is the only entity that can approve the HUD-1/ Closing Disclosure.

K.M. Minemier & Associates is prohibited from executing deeds more than five days prior to the actual date of closing. K.M. Minemier & Associates will electronically approve and return the HUD-1/ Closing Disclosures and overnight the original signed deed back to the Buyer Select Closing Company.

Note: The Buyer Select Closing Company must submit the entire pre-closing package to K.M. Minemier & Associates within five (5) business days prior to closing.