

State:

To:
CC:

Phone:
Phone:

Fax:
Fax:

From: ~~XXXX~~ Closing Officer Phone:

REO ID #

Property:

Buyer:

Vesting:

Listing Agent:

.....Phone:

Email:

Contract Closing Date:

Sales Price: \$

Commission \$:

Listing Agent \$:

Selling Agent \$:

Buyers Expenses Paid by Seller: \$

Comments:

Your office has been selected to complete a real estate closing. We request that you complete the following instructions to insure a timely closing:

***PLEASE CONTACT LISTING AGENT ABOVE IF YOU HAVE NOT RECEIVED A
CONTRACT ON THIS FILE***

AS SOON AS POSSIBLE, PLEASE PROVIDE AN UPDATED COMMITMENT, INCLUDING BREAKDOWN AND PAYOFF STATEMENTS FOR EACH LIEN LISTED ON TITLE. DUE TO NEW POLICIES, TARGET PAYMENT DATE OF ALL LIENS WILL BE 2 WEEKS PRIOR TO CLOSE OF ESCROW. PLEASE UPLOAD NEW SEARCH RESULTS AND PAYOFFS INTO EQUATOR WITHIN 24 HOURS OF RECEIPT. BANK OF AMERICA WILL REVIEW ALL LIEN INFORMATION, CONSIDER THE VALIDITY OF THOSE ITEMS, AND EVALUATE OUR OPTIONS FOR PAYMENT.

- The Investor will not allow the buyer(s) to move in prior to disbursement of funds. The closing agent and realtors will inform the buyer(s) about our move-in policy.
- Prepare a Special Warranty Deed, Grant Deed, or Bargain and Sale Deed. Deed should be vested in the name of . The deed and closing documents should be uploaded and forward to your Closing Officer as soon as possible via Equator. The deed will be executed by an officer of the company. The remaining documents will be signed by your Closing Officer.
- You should search county records for a previously recorded POA. If you are unable to locate a previously recorded document, an original should be requested as soon as possible to record upon execution of the Deed. If an original is provided, please have the recorded document returned to seller at:

BAC Home Loans
2375 N Glenville Drive
Mail Code: TX2-983-01-01
Richardson, TX 75082
Attn: REO Closing

Power of Attorney should be recorded in

Confidentiality Notice: The information contained in and transmitted with this communication is strictly confidential, is intended only for the use of the intended recipient, and is the property of **Bank of America Financial Corporation** or its affiliates and subsidiaries. If you are not the intended recipient, you are hereby notified that any use of the information contained in or transmitted with the communication or dissemination, distribution, or copying of this communication is strictly prohibited by law. If you have received this communication in error, please immediately return this communication to the sender and delete the original message or any copy of it in your possession.

- Notify us immediately of any title issues, especially those that will prevent us from closing in a timely manner.
- Provide an estimated HUD for approval **48 hours prior** to closing
- Bank of America MUST APPROVE AND SIGN THE PRELIMINARY HUD-1 BEFORE A CLOSING CAN OCCUR. If there is any monetary change, other than assessment pro-rations, a new HUD-1 must be approved by Bank of America. Any monetary change in the contract terms **REQUIRES** an Amendment to the Contract and approval from Bank of America. Any paid items must have back-up.
- Proration dates must be shown clearly on the HUD for Taxes/HOA dues/utilities/liens and penalty.
- FHA/VA Loans: No flat credits. Charges not allowed by government regulations to be charged to the buyer must be marked with an asterisk (*) and must conform to the contract.
- Repairs are not to be paid on the HUD. All bills unrelated to the closing (i.e. lawn maintenance or utility bills) are to be forwarded to Bank of America to be paid outside of closing. **CHECKS SHOULD NEVER BE MADE PAYABLE TO THE BUYER AT ANY TIME.**
- Provide confirmation of the completed closing by the following business morning, and verify the final proceeds amount to be wired.
- A Final HUD must be provided prior to receipt of the sales proceeds.
- **Sales proceeds must be wired to us by the following business day. Please be sure to properly reference the wire with the REO ID # and the Closing Officer's name. In the event the wire is not referenced or incorrectly referenced, the wire could be rejected. Seller will not be responsible for a return wire fee due to the wire not being correctly referenced.**
- **Any sales proceeds not received within two (2) business days from the escrow close date, Bank of America will assess a per diem charge of \$50.00 until the date the wire is received.**
- **THE WIRE AMOUNT MUST MATCH THE FINAL HUD 1**

(PLEASE DO NOT SEND CHECKS)

MRC Wiring Instructions:

Beneficiary Bank:

**Bank of America
555 California St
San Francisco, CA 94111**

ABA #026 009 593

Beneficiary Acct Name: MRC

Beneficiary Acct Number: 12350-14980

REO ID #

REO/

Ext/

Email Address/

Thank You,

Bank of America REO Department

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