



Today's Date

Buyer Name

Buyer Address

Buyer Address

RE: Purchase of property located at **Subject Property Address**

Dear **Buyer Name**,

Red Door Title is pleased to facilitate your closing on the purchase of the above-captioned property. We will be performing the functions outlined below.

1. A title search on your new property
2. Prepare and process all closing documents
3. Coordinate the closing with all applicable parties
4. Close the transaction and handle disbursement of funds to the appropriate parties
5. Answer any questions you have regarding the closing process
6. Provide owner's title insurance. Owner's Title Insurance is required at closing for a **one-time premium**. An Owner's Title Insurance policy will protect you from hidden defects in the title for the lifetime of your ownership of the property. We have attached additional information for your convenience. The premium is included in the Settlement Statement.
7. Your closing costs and a bottom-line figure will typically be available to you 48 to 72 hours prior to closing.

Please return the enclosed forms and answer in full otherwise it could delay your closing.

Funds needed to close are required to be in the form of a wire transfer {unless other arrangements have been made with your processor}. Red Door Title must be in receipt of said wire by the date and time of your closing. Pursuant to standards and the Bar Associations, we can only disburse on confirmed clear funds, therefore, we are unable to accept a personal check. There is a \$25.00 incoming wire fee that will appear on the final closing statement.

**PLEASE NOTE: WIRE FRAUD IS RAMPANT IN OUR INDUSTRY. IN ORDER TO PROTECT YOU, WE WILL PROVIDE YOU WITH OUR WIRING INSTRUCTIONS VIA CERTIFID, SECURED EMAIL OR FAX. YOU WILL NEVER RECEIVE OUR WIRE INSTRUCTIONS FROM A REAL ESTATE AGENT OR ANY OTHER THIRD-PARTY OTHER THAN CERTIFID.**

It is extremely important that all buyers attend closing. If you anticipate a problem with this, please notify us immediately so that we can make alternate arrangements.

You are required to bring a **non-expired**, government-issued photo identification to closing. Examples include Driver's License, Passport, State Non-Driver's Identification or Military Photo Identification. **WE WILL NOT BE ABLE TO CLOSE YOUR TRANSACTION WITH AN EXPIRED ID.**

If you have any questions, please feel free to contact me by phone, fax, or email. Also, please visit our website at [www.reddoortitle.com](http://www.reddoortitle.com) for more information on the closing process.

Please note that we will need your social security number(s) {or Tax ID for a Trust} to close the transaction.

I look forward to working with you!

Sincerely,

Processor's Name

Processor's Email

Processor's E-fax:

Processor's Office Address: