



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 represent **Lender** regarding your purchase of the above captioned property. Please note this letter is not a guarantee or commitment by **Lender** regarding approval of your loan. Red Door Title does not represent the buyer in the transaction. We will be performing the functions outlined below.

1. A title search on your new property
2. Obtain a mortgage plot plan or survey Affidavit
3. Prepare and process all closing documents
4. Coordinate the closing with all applicable parties
5. Close the transaction and handle disbursement of funds to the appropriate parties
6. Answer any questions you have regarding the closing process

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

Once we have been informed by your lender to schedule the closing, we will be in contact to schedule a date, time, and place for the closing to occur.

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. A Power of Attorney may not be allowed by your lender.

If you are purchasing in Trust this will require Lender approval and we will need all your Trust Documents so that Red Door Title may prepare a Trustee Certificate, or you may provide a Trustee Certificate prepared by your own attorney.

If you plan on having any persons on the deed that are not on the loan, this too will require Lender approval.

Owner's Title Insurance is available to you 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, so long as any owner remains on title individually, or as the beneficiary of a revocable trust. We have attached additional information for your convenience. Please be aware that the lender will require you to purchase a Lender's Title Insurance policy, but that policy will not provide you with any coverage. It is strictly for the benefit of the lender. Unless you instruct otherwise, we will automatically add the owner's policy to your settlement statement, however, you may notify us at or before closing if wish this to be removed. Your Lender has already quoted the owner policy premium as part of your Loan Estimate.

Any changes to the Purchase and Sales Agreement must be documented in an addendum, signed by the parties, and provided to the lender as well as Red Door Title.

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.**

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

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

I look forward to working with you!

Sincerely,

Processor's Name

Processor's Email

Processor's Phone:

Processor's E-fax:

Processor's Office Address:

Enc. Buyer Information Form

