
From: Wayne Pierce
Sent: Wednesday, December 15, 2021 11:54 AM
To: Sales
Subject: Closings

Good morning. As we finish out the year and close in on the holidays we wanted to remind everyone of a few items regarding closings. We will continue to the best that we can to accommodate as many closings as possible, but we will need your help to keep the closing process clean and efficient.

1. Please confirm the closing date with all parties prior to scheduling your closing. This includes the borrowers and title company. We have had several files that we have had to move closings due to the title company not having it on their schedule or the borrower was not able to take off work.
2. Any invoices that are going to be on the CD need to be supplied at time of scheduling. If you have a final inspection that is being completed you need to get the invoice from the appraiser prior to scheduling or confirm the amount with them and include that confirmation with the package for scheduling. We have had several that the invoice is changing after the closer sent out the final package. Therefore they are having to redo the final CD at the time of closing or right before. Which slows the closer down from handling other files. It can also mess up the wire.
3. Remember that we need to include at least one extra day for Mail Aways. It is hard to rush Mail Away closings as this gives the closer even less time to work the file to make sure everything is good.
4. Any assistance we can get to get the numbers from the title company once we send our CD would be greatly appreciated. We understand that everyone is busy and are short staffed, but that should be factored in when a closing is being scheduled. We should have our numbers finalized the day before closing so that we can get everything to you Funding Team to send out the wire. If it does not get to them until the day of closing it could delay the wire.

Thank you all in advance for your assistance with this matter. Feel free to contact me with any questions or concerns.

Thanks,

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