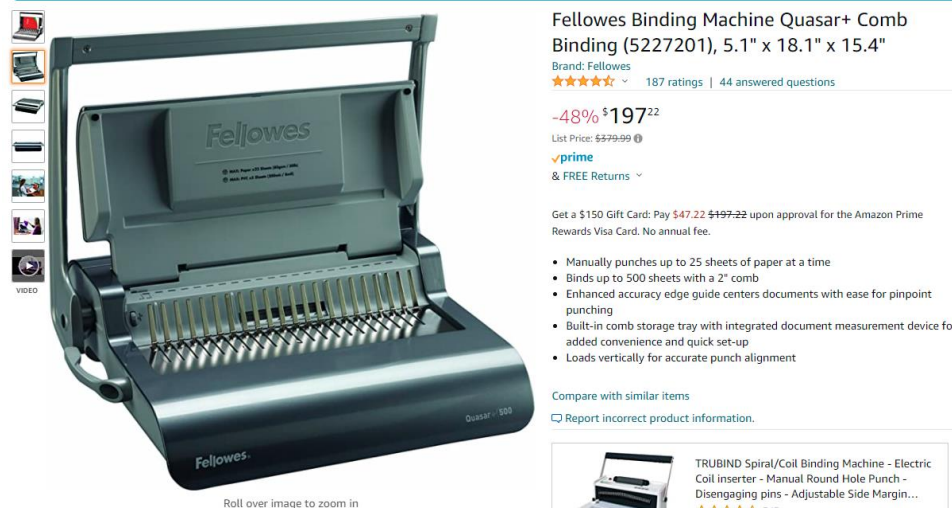


Closing Book - Give Them Something to Remember You!

Toni Pierce

Yes, we send the borrower a copy of their appraisal. But the chances of them being organized enough to put this in a digital folder is slim to none. Following up after each closing with a nicely bound book that contains important documents from the closing of their loan is a nice touch...and is another touch to the borrower in a positive manner.

After each closing, put together the book and mail it to your borrower with a survey and stamped envelope to return the survey to you at no cost to the borrower. The book is bound with a binding machine (Amazon).



You will need binding machine supplies, too. Clear cover sheets for front and back, binding combs thick enough to hold all the pages (1/2 inch holds 90 sheets of paper) and a color printer for printing the pages to be bound in color.

You should include in the documents you print out the following:

Cover page – Will include a picture of the home from the appraisal and the details of the borrower, address, Loan Officer along with the company logo

Letter – from you to the borrower outlining the purpose of the book, thanking them for their business and reminding them to send referrals! Mention that all the other documents they received during the loan may be shredded now as this book captures the important pieces of the transaction for them.

First Payment Letter

Appraisal – Color Copy

Closing Disclosure – signed version from closing

Note – from closing

Mortgage – from closing

Homeowners Insurance – dec page or binder

Title Commitment

Payoffs – any used for closing

Back Cover Page – use this to share any further information you want to!

It typically takes about a week to get the closing docs into the LOS system for printing. Which works as the borrower still needs to move in and take residence. You don't want to mail this booklet out too soon and the borrower not be there to receive the mail.