

Post Closing Checklist

Please include with Post Package



POST CLOSING RESPONSIBILITIES - CLOSING NOTIFICATION

- The same day closing occurs; the Closing Agent must update the “actual closing date” field in the P260 portal.
- No later than one business day after closing, deliver the deed for legal recordation in the appropriate county and provide written verification to the Taxing Authority and HOA.

POST CLOSING RESPONSIBILITIES - WIRE TRANSFER

- Wire must be submitted no later than one banking day after closing.
- The Closing Agent shall wire the net proceeds to the U.S. Treasury via FEDWIRE using the HUD form (SAMS-1103).
- Form can be located on Sage Acquisitions’ website, SageAcq.com, under the “Forms” tab. We are also including the form for your convenience.
- It is imperative the HUD case number shown on the sales contract be included on the wire transfer. Not including this case number will delay the funds being matched with the property.

POST CLOSING RESPONSIBILITIES - FINAL CLOSING PACKAGE

- No later than two (2) business days after closing has occurred, a final post-closing package must be uploaded in the P260 portal and include the following:
 - Final HUD-1 and all signed certifications
 - Evidence the deed was delivered for recordation or a recorded copy
 - Copy of the bank fully executed transfer of proceeds (wire confirmation)
 - Copy of all applicable invoices or receipts of disbursements
 - Copy of the disbursement log accounting for all incoming and outgoing funds related to the transaction

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Case Number: _____

Closing Agent: _____

Closing Agent Email: _____

Please acknowledge by initialing next to the documents below, that you have included the requested items in the PCP. These items should be uploaded in P260 in the order below.

** If you do not have access to Yardi, please email the complete package to:

Philadelphia.Closing@SageAcq.com ***

CA Sage

- ____ Final HUD1 (signed by CA, Sage Acquisitions & buyer) and all signed certifications
- ____ A copy of the recorded deed or evidence the deed was delivered for recordation along with an executed copy.
- ____ Wire confirmation- this MUST contain a confirmation number. (Wire request form is NOT acceptable)
- ____ All invoices or receipts that pertain to the HUD1 (including tax roll)
- ____ Copy of the disbursement log accounting for all incoming and outgoing funds related to the transaction.
- ____ Original note ***GNND files only***
- ____ Copy of the Mortgage ***GNND files only***

Please upload or send (via email) the complete final HUD package with in **2 business** days of closing, **failure to do so CAN/MAY RESULT in suspension/cancellation of your TITLE ID.**