

Post Closing Checklist

Please include with Post Package



POST CLOSING RESPONSIBILITES - 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 RESPONSIBILITES - 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 RESPONSIBILITES - 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: _____

Street Address: _____

Closing Agent Email: _____

Please acknowledge each requirement by initialing that you have included ALL requested items in the Post Closing Package. These documents must also be uploaded to P260 under the category “**SETTLEMENT**” and sub-category “**FINAL HUD**” in the order shown below **as one attachment**.

All documents must be uploaded in P260 and originals sent within 2 business days of closing to:

Sage Acquisitions
1850 Parkway Place, Suite 500
Marietta, GA 30067

Initial

- ___ FINAL SIGNED HUD-1 (MUST be signed by all parties)
- ___ Signed Sage/HUD Closing Instructions and Certifications (**NOT** the lender instructions)
- ___ Completed SAMS 1103 Form
- ___ Wire confirmation from bank containing the confirmation number
- ___ All invoices or receipts supporting fees reflected on the HUD-1
- ___ Copy of the tax bills originally sent with the prelim HUD package
- ___ Copy of the disbursement log accounting for all incoming and outgoing funds related to the transaction
- ___ Evidence the Deed was delivered for recordation
- ___ Receipt for FED EX or UPS charges for reimbursement to send the original package to Sage
- ___ Original note ***GNND files only***
- ___ Copy of the Mortgage ***GNND files only***

Failure to follow this checklist may result in suspension/cancellation of your TITLE ID.