

1. **How do I turn on utilities for a home inspection?**

Utility activation must be requested from the FSM prior to activating utilities.

FSM/Utility Activation Links

Michigan, Ohio

[BLM](#)

Florida, Indiana, Kentucky, Puerto Rico, US Virgin Islands

[Strategic Alliance Management JV, LLC](#)

2. **How do I schedule my closing?**

Please upload your complete closing package as one attachment into the Yardi Portal. Your closing will be assigned to a specialist for review. You will be contacted directly with any corrections or issues with the closing date.

3. **What is the link to access Yardi's P260 Portal and upload my closing package?**

[https://www.hudp260.com/Pages/Resources/hudtraining\\_mm3\\_portal.aspx](https://www.hudp260.com/Pages/Resources/hudtraining_mm3_portal.aspx)

4. **What is the number to Yardi's P260 helpdesk?**

805-699-2053

5. **Where do I upload the preliminary HUD-1 Package in the Portal?**

On the Functions menu, click **Add Attachments**. In the category field, select **Settlement** and subcategory select **Prelim HUD-1**. Please **do not use** any other category or subcategory. Use of the wrong category may delay your approval.

6. **What documents are to be included in the Prelim HUD-1 Package?**

HUD-1 Settlement Statement (lender approved), tax bills, signed closing instructions, outstanding invoices, and warranty deed with return address instructions.

7. **When should the Prelim HUD-1 Package be uploaded for closing?**

Your package should be uploaded no later than five (5) days prior to closing. It is not necessary to request a closing date or schedule your closing with Sage Acquisitions.

8. **When and where should I send outstanding invoices to be paid by the seller?**

Invoices should be submitted no later than 10 days prior to the closing to [compliance@sageacq.com](mailto:compliance@sageacq.com). All bills must be sent in advance of closing.

9. **Will all closing requests be accommodated?**

If the package is uploaded timely and there are no outstanding bills/demands/issues preventing closing, the assigned specialist will work to accommodate your requested closing.

10. **Where do I submit any HUD-1 revisions?**

Please email them to the HUD reviewer assigned to your file. Revisions should be sent after your initial package is reviewed. Please do not upload multiple packages to the portal.

# Closing FAQ's



**11. How do I know if the Prelim HUD-1 has been received?**

An email notification will be sent to the primary email address on file that is associated with your Title ID.

**12. What should I do with the Final Post Closing Package?**

Within 24 hours of closing, update the Actual Close Date in P260 and then upload the Post Closing Package to the portal under the **Settlement** category and then **Final HUD-1** subcategory. Do not use any other category.

**13. Who do I contact for general closing related questions?**

Sage Acquisitions' Customer Service Department can assist you with most general closing related questions. In the event they cannot, they will escalate to a closing team member that can assist you.

**14. What is Sage Acquisitions' Customer Service telephone number?**

Atlanta – 877.369.9018      Philadelphia – 888.909.5007

Forms and Deed templates are available at [sageacq.com/atlanta-hoc-region/](http://sageacq.com/atlanta-hoc-region/)

**Please ensure that the HUD Case Number is added to all documents**

Submit Amendments	<a href="mailto:Atlanta.Amendment@SageAcq.com">Atlanta.Amendment@SageAcq.com</a>
Submit Extensions	<a href="mailto:Atlanta.Extension@SageAcq.com">Atlanta.Extension@SageAcq.com</a>
Submit Cancellations	<a href="mailto:Atlanta.Cancellation@SageAcq.com">Atlanta.Cancellation@SageAcq.com</a>

Upload Prelim Packages (Settlement, Deed & Tax Cert) ready for review and approval by Sage Acquisitions to **P260** under “**Prelim HUD-1**”.

Upload Post-Closing Packages to **P260** under “**Closing Package**” or “**Final HUD-1**”.

Reactivate access to P260	<a href="mailto:BSCA.Atlanta@SageAcq.com">BSCA.Atlanta@SageAcq.com</a>
Property Invoices to be paid (Submit 10 days prior to closing)	<a href="mailto:Closing.Invoice@SageAcq.com">Closing.Invoice@SageAcq.com</a>
LBP or Termite (WDO) Questions	<a href="mailto:Atlanta.LBPWDO@SageAcq.com">Atlanta.LBPWDO@SageAcq.com</a>
Vandalism / Change in Condition	<a href="mailto:Atlanta.Vandalism@SageAcq.com">Atlanta.Vandalism@SageAcq.com</a>
Title Questions / Commitments	<a href="mailto:Compliance@SageAcq.com">Compliance@SageAcq.com</a>

**Home Inspection or Utility Activations** will be coordinated with the FSM and may require a deposit for the activation of the utilities and re-winterization process. Go to the Property Contacts tab on the HUD Homestore for FSM contact information.

U. S. Department of Housing and Urban Development  
Atlanta Homeownership Center  
40 Marietta Street  
Atlanta, Georgia 30303-2806  
(800) CALLFHA or (800) 225-5342



November 18, 2020

Machelle Redmond  
Sage Acquisitions LLC  
15 Piedmont Ctr NE, Suite 120  
Atlanta, GA 30305

Dear Ms. Redmond:

SUBJECT: Delegation of Authority for Contract Area -4A Asset Manager

In accordance with the re-delegation of Authority, dated July 18, 2005, and executed by the Assistant Secretary for Housing-Federal Housing Commissioner, the authority to execute all documents necessary in connection with the management and sale of residential real property acquired by HUD under its insured mortgage programs, including the authority to execute, acknowledge, seal, and deliver any agreements of sale, special warranty deeds, form HUD-1 Settlement Statements, and any other instrument that may be necessary in connection with property management and sales on behalf of the Department, is hereby delegated to:

*Name of authorized employee*

Machelle Redmond  
Michelle Mitchell  
Marcia Toms  
Shannah Fils  
Ameer Drake

*Title*

Principal  
Contract Manager  
Project Manager  
Closing Specialist  
Compliance Specialist

Effective with the date of this letter, the delegated authority granted in this document shall commence and be in full force and effect. Such delegated authority shall remain in full force and effect until May 31, 2021, unless otherwise terminated in writing by the execution and delivery of an instrument revoking the authority hereby granted.

Sincerely,  
NEDOM ROGERS

Digitally signed by: NEDOM ROGERS  
DN: CN = NEDOM ROGERS C = US O = U.S.  
Government OU = Department of Housing and  
Urban Development, Office of Administration  
Date: 2020.11.19 15:35:41 -0500

N. Daniel Rogers III  
Director  
Atlanta Homeownership Center