

SUBMIT NEW CONTRACT/ NEW TITLE REQUEST

Email neworder@kimbrough-law.com and give us 24-48 hours to process new file

Wire instructions at:
kimbrough-law.com/wire-instructions/



INTRODUCTION TO PARALEGAL

Your paralegal will be your point of contact throughout the entire transaction. To help manage inquiries please email your paralegal with questions and requests.



TITLE EXAMINATION

It takes 3-5 business days to run a full title examination. This time frame will vary depending on title defects and the volume of title examinations. Once title returns it takes 24-48 hours to issue a title opinion deeming the property clear and marketable. **For financed transactions:** the lender title binder will be sent to the lender at this time.



DUE DILIGENCE

During this period we will request and require all relevant documents such as the homeowner warranty (if applicable); commission agreement; pay-at-close/disbursement authorization; amendments to purchase and sale agreement and payment to process the homeowner association closing letter when necessary.



SCHEDULING CLOSING

Once the lender confirms the day, the paralegal will email both agents to provide two different available times. The calendar may not always permit two different closing times and in which case the one time available will be reserved.



CLOSING

All signing parties will be present to sign the closing package including the settlement statement. *We will have fun and celebrate this huge accomplishment.* All Buyer and/or Seller cash to close should be submitted prior to closing. A same day wire transfer is preferred. Cash to close that does not exceed \$2,000 may be a cashier's check or money order. Overpayment will be refunded upon funding authorization.



CLOSING COMPLETE

An email will be sent to all parties confirming the transaction is complete. A copy of the signed ALTA/HUD will be attached. Funds will be released by close of business on the day this email is sent.



POST-CLOSING

Please send all questions and requests to postclosing@kimbrough-law.com and we will be happy to assist you in 48-72 hours.



WELCOME E-LETTER FROM QUALIA

Kimrough utilizes a secured settlement software program. The buyer and seller information sheets will be sent via Qualia directly to Buyer and Seller once the real estate agent confirms their client's email address.



ORDERING TITLE EXAMINATION

Purchase transactions: title will be ordered once the due diligence period has lapsed unless otherwise requested
Refinances: title is ordered once the title request is processed



DISCLOSURES

At this period in the closing cycle we will disclose any unusual findings such as 2nd mortgages; FIFAs; tax liens, water statement balances, etc. All liens and balances will be paid at the time of closing. No balance we have disclosed should be paid prior to closing.



LENDER CONFIRMATION OF CLOSE DATE

The paralegal will request the lender to confirm the date of closing. This email is sent directly to the lenders and both agents will be cc'd.



CLOSING CONFIRMATION

An email will be sent to confirm the closing day and time to all parties. The parking instructions will be attached in this email confirmation. We are happy to validate parking for parties to the transaction for 1.5 hours.



FUNDING AUTHORIZATION

Financed Transactions: we will obtain funding authorization from the lender before disbursing any proceeds. If funding authorization is not required we will disburse once receive all money required according to the settlement statement.



RECORDING

The deeds will be recorded with the Superior Court of where the property is located. This process varies between 2 weeks to a month depending on rejections, etc. Once we receive the recorded instruments the lender's title policy and owner's title policy will be issued and released to Buyer and Lender.



CLOSING CYCLE