



## Post-Closing Checklist Instructions

### **CLOSING NOTIFICATION**

- The same day of closing, the Closing Agent must submit notification of closing at: [www.rainecompany.com/bsca/](http://www.rainecompany.com/bsca/)
- Within one (1) business day of closing the deed must be delivered for recording. The taxing authority and community association, if applicable must be notified of closing.

### **WIRE TRANSFER**

- Within one (1) business day of closing, proceeds must be wired using HUD form [SAMS-1103](#)
- The FHA Case Number must be included on the wire transfer or verification of funds will be delayed.

### **FINAL CLOSING PACKAGE**

The Final Post Closing Package must be submitted at [www.rainecompany.com/bsca/](http://www.rainecompany.com/bsca/) within one (1) business day of closing.

Final Post Closing Packages must include:

- Final signed Settlement Statement
- Evidence the Deed was delivered for recording
- Bank Wire Confirmation
- All invoices paid at closing
- Copy of disbursement log, showing all incoming and outgoing funds



## Post-Closing Checklist

Must be included in the Post Closing Package

FHA Case Number:

Property Address:

Closing Agent Contact: (email) \_\_\_\_\_ (phone) \_\_\_\_\_

Please acknowledge each requirement by initialing that you have included ALL requested items in the Post Closing Package. All documents must be submitted at [www.rainecompany.com/bsca/](http://www.rainecompany.com/bsca/) within one (1) business day of closing and mailed to:

RAINE  
3575 Piedmont Road, Suite L-120  
Atlanta, GA 30305

Initial each applicable box:

- Signed Closing Agent Instructions (not lender instructions)
- Final Settlement Statement signed by all parties
- All Invoices/Receipts for items paid on the Settlement Statement
- (including taxes and assessments)
- Disbursement Log showing all incoming/outgoing funds related to the transaction
- Completed SAMS 1103 Form
- Bank Wire Confirmation
- Evidence Deed was send to recording
- Receipt for FED EX or UPS charges to return Post Closing Package

Good Neighbor Next Door:

- Original Note
- Copy of Mortgage