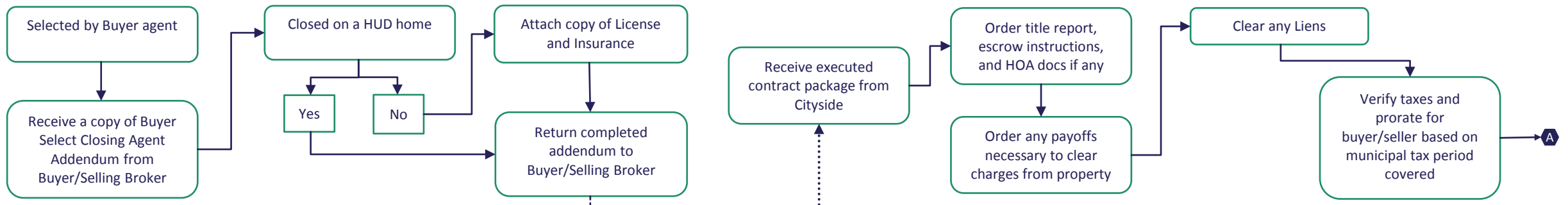
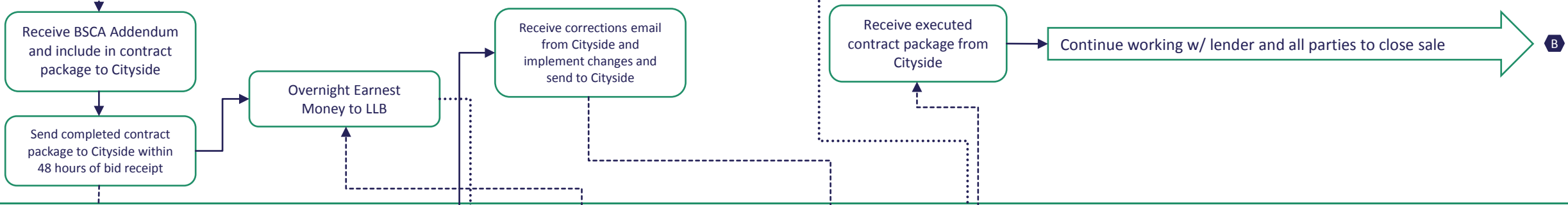




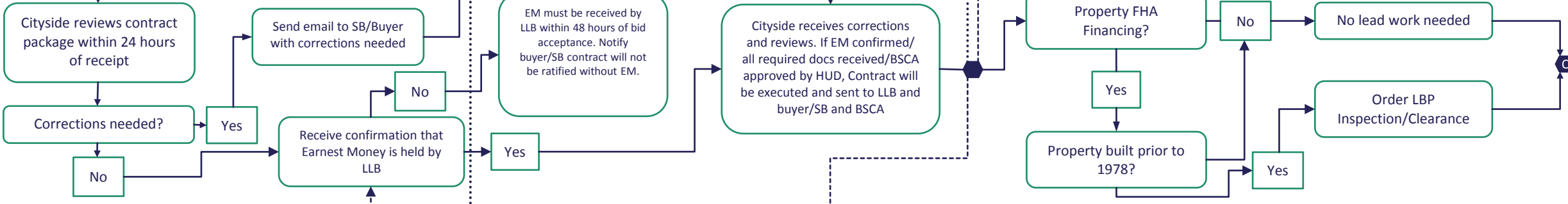
Buyer Select Closing Agent



Buyer / Selling Broker (SB)



Cityside



Local Listing Broker (LLB)



A

B

C

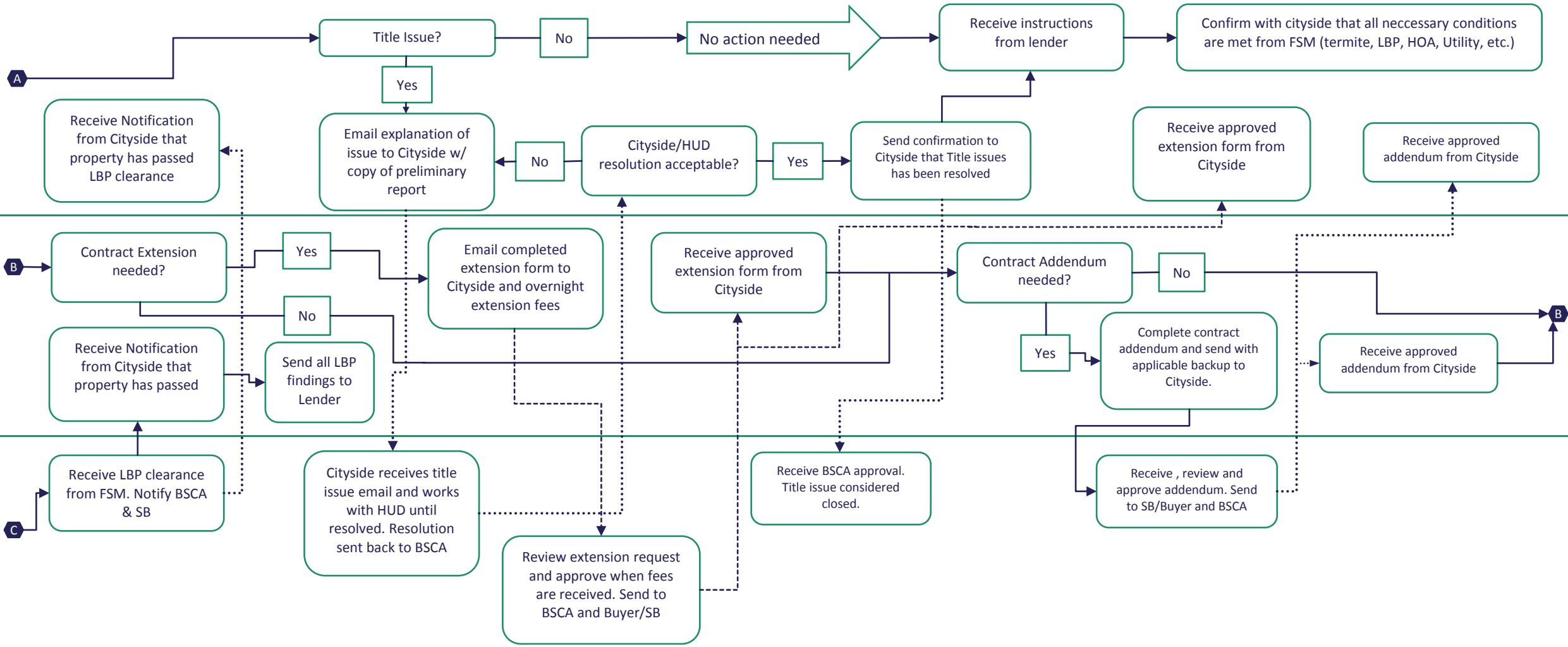


Buyer Select Closing Agent

Buyer / Selling Broker (SB)

Cityside

Local Listing Broker (LLB)





Buyer Select Closing Agent

Buyer / Selling Broker (SB)

Cityside

Local Listing Broker (LLB)

Prepare and send the following to Cityside 5 days prior to closing:
seller's deed package including escrow instructions, title prelim, prelim HUD-1, seller deed, tab roll and support documents for charges on the HUD-1

Receive corrections required and send corrected documents

Authorize funding and recording

Send the post-closing package via overnight delivery to Cityside within 48 hours of closing. Package to include original HUD-1 and certification, evidence the deed was delivered, for recording or 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 relation to the transaction.

Contract cancellation request received from buyer?

No

Proceed to closing and notify BSCA and LLB of closing date

Yes

Send contract cancellation form with required backup to Cityside closing specialist

Receive notification from Cityside of cancellation and EM disposition

Receive EM from LLB if EM disposition is return to buyer

Receive, review, and approve contract cancellation. Notify Buyer/SB & LLB of Earnest Money distribution instructions

Receive and review closing documents

Approved?

No

Send rejection reasons with corrections needed

Yes

Email BSCA approval and send original signed deed/package

Receive EM from LLB and lockbox to HUD

Release or forfeit EM per Cityside

Release?

Send EM to Buyer

Forfeit?

Send EM to Cityside

Receive notification of closing from SB & perform Ready to Close Inspection within 5 days of closing

Attend closing to return Earnest Money & receive commission checks

Upload RTC to P260 & have approved

