

## SPECIFIC CLOSING INSTRUCTIONS

### Settlement Agent Contact Information

**Settlement Agent Name:** Enter your org name      **Phone Number:** Enter your phone  
**Settlement Agent Name:** Enter your main contact      **Fax Number:** Enter your fax  
**Mailing Address:** Enter your mailing address      **Email:** enter your main email address  
**License ID#:** Enter your org ID

### Lender Contact Information

**Instructions:** If settlement is not completed within 24 hours after receipt of funds, Settlement Agent must notify the Lender's Contact Person immediately and return Lender's funds and Closing Documents to Lender immediately unless otherwise indicated.

Contact Name:	<b>Walter A. Robertson</b>	Phone Number:	<b>919-123-8320</b>
Lender Name:	<b>First Ever Savings &amp; Loan Association of North Carolina</b>	Fax Number:	<b>919-123-8325</b>
Mailing Address:	<b>1200 Hargett Street, Raleigh, NC 27601</b>	Email:	<a href="mailto:walterrobertson@firsteversavingsofnc.com">walterrobertson@firsteversavingsofnc.com</a>
License #	<b>56-45874978</b>		

### Borrower Information

Borrower Name:	<b>Michael Y. Sampson</b>	Phone Number:	<b>910-123-7894</b>
Borrower Type:		Fax Number:	
Mailing Address:	<b>100 North Main Street, Raleigh, NC 27601</b>	Email:	
Power of Attorney Information:			

Borrower Name:	<b>Mary A. Sampson</b>	Phone Number:	<b>910-123-7894</b>
Borrower Type:		Fax Number:	
Mailing Address:	Same as above	Email:	
Power of Attorney Information:			

### Seller Information

Seller Name:	<b>Brian E. Wilson</b>	Phone Number:	<b>919-123-4556</b>
Mailing Address:	<b>202 Pine Street Raleigh, NC 12345</b>	Fax Number:	
		Email:	<b>bwilson@nc.rr.com</b>

### Property Information

Property Address:	<b>100 North Main Street</b>	<b>Raleigh, NC 27601</b>	Property County: <b>Wake</b>
Property Type:	Single Family	Sales Price: <b>\$250,000.00</b>	Down Payment: <b>\$7,500.00</b>
Appraised Value:	<b>\$267,500.00</b>		

### Loan Information

Loan Purpose: purchase primary residence	Closing Date: <b>10/30/2015</b>	
Vesting to Read: Michael J. Woods and Mary L. Woods, husband and wife		
Loan Number: <b>1005676556</b>	MIC# <b>45678512</b>	Loan Amount: <b>232,500.00</b>
Loan Type: <b>FHA</b>	Disbursement/Funding Date: <b>10/30/2015</b>	
APR: <b>5.125%</b>		
First Payment Date: 1 <sup>st</sup> of next month		
Monthly Payment: <b>\$1,265.93</b>		

### Required Documentation

**Instructions:** The following documents are necessary to complete the above-referenced loan transaction. Within [24] hours after settlement, Settlement Agent must return to Lender the following documents, other than those to be presented for recording. Settlement Agent must use the enclosed envelope or label provided, and send package to Lender by: Overnight Delivery. Settlement Agent must submit for recording, immediately upon obtaining signatures and receiving funds, the original Mortgage/Deed of Trust, Riders and/or Assignments.

Deed of Trust/Mortgage	Borrower's Certification	Privacy Policy Notice
Legal Exhibit A	Initial Escrow Disclosure Statement	Patriot Act
Hazard Insurance Declaration	Closing Disclosure	Closing Statement
4506	General Warranty Deed	Name Affidavit
Promissory Note	Payment Information Letter	Occupancy Agreement

### Title Insurance

**Instructions:** Settlement Agent shall not disburse Lender’s funds until the following conditions are met:

- 1) Mortgagee’s title insurance policy must insure that Lender’s security instrument constitutes a valid 1<sup>st</sup> lien on the borrower’s estate or interest identified in the title insurance commitment, title report or binder, dated 5<sup>th</sup> of the month, subject to the following exceptions:
- 2) The following endorsements must be incorporated into the final title insurance policy: **ALTA 8.1, 9**  
**8.1 - \$50.00**  
**9.0 - \$50.00**
- 3) Insured Lender must appear as: First Ever Savings & Loan Association of North Carolina, its successors and or assigns as their respective interests may appear
- 4) Loan Title Policy Coverage Amount: **\$232,500.00**
- 5) Survey Required: **No**
- 6) Underwriter is whomever you want to use as the underwriter

### Hazard Insurance

Loss Payee/mortgagee clause to read:	First Ever Savings & Loan Association of North Carolina, its successors and or assigns as their respective interests may appear	
Homeowners Insurance		
<b>State Farm Insurance Co.</b>	Coverage: <b>\$250,000.00</b>	Premium: <b>\$856.00 / year</b>
<b>120 Dawson Street, Raleigh, NC 27601</b>		

### Determining the Content and Generating the Borrower Closing Disclosure

Lender will control the generation of the borrower Closing Disclosure for all Lender first mortgage loan closings, and will work closely with you to jointly determine the fees and other content required on the borrower Closing Disclosure form for each transaction. Actual amounts for all fees, charges and premiums paid to third parties that are necessary and charged in the normal course of closing a mortgage loan transaction must be disclosed in the Closing Disclosure. You may use only the Lender-provided Closing Disclosure and may not provide any other version of the Closing Disclosure to the borrowers on Lender transactions. Notify the Lender’s closing contact if there are any changes that you become aware of that impact the Closing Disclosure content

### Delivery of the Borrower

The Closing Disclosure must be received by the borrowers no less than 3 business days prior to signing the loan documents. In order to comply with this requirement and produce the data needed for evidence of compliance, Lender will deliver the Closing Disclosure directly to its borrowers initially, and any time a change occurs that requires a restart of the 3 day timing requirement for delivery of the Closing Disclosure. If changes occur that require an updated Closing Disclosure to be issued without a restart of the 3 day timing requirement, the Transactional Loan Closing Instructions may include a requirement for you to provide the updated Closing Disclosure to the borrowers and obtain their acknowledgment of receipt at closing, before other loan documents are signed.

### Closing Statement

If any form of closing statement is produced by the settlement agent (such as to document the transaction receipts and disbursements), a copy of this statement must be provided to the lender with the closed loan documents. If any updates this statement are made post-closing to reflect adjustments in borrower-paid fees and/or refunds issued to the borrowers, a copy of the updated statement(s) must also be provided to the lender at the address provided for delivery of the final title insurance policy.

### Seller Closing Disclosure

For purchase transactions, the settlement agent will be responsible to prepare and deliver the seller version of the Closing Disclosure. A copy must be provided to Wells Fargo with the closed loan documents.

### Loan Fees, Charges, Reserves & Payoffs

**Instructions:** The final Closing Disclosure Form must be reviewed at settlement and must accurately reflect all receipts and disbursements indicated in these closing instructions and any amended closing instructions subsequent hereto. If any changes to fees occur, Settlement Agent may not fund loan without Lender’s prior written approval. Deliver a certified copy of the final Closing Disclosure Form to 919-755-8325, Attention: Jenny Davis.

Section	FEE/CHARGE	POC	POC By	Bal. Due	Paid By	Paid To
- A -	<b>Lender Fees</b>					
	Loan Origination Fee			\$2,325.00	B	L **
	Loan Discount 1%					
	Doc Prep Fee			\$160.00	B	L **
	Processing Fee			275.00	B	L **
	<b>TOTAL</b>			<b>\$2,760.00</b>		

- B -	<b>Service Provider Fees</b>					
	Appraisal Fee to High Mark Appraisals	\$350.00	B			
	Credit Report to Credit Report Services			\$25.00	B	O **
	Tax Service Fee to First American Tax Services			\$75.00	B	O **
	Flood Certification to ALLDATA Flood Co.			\$17.00	B	O **
	<b>TOTAL</b>	<b>\$350.00 POC</b>		<b>\$117.00</b>		
- F -	<b>Items Required by Lender To Be Paid in Advance</b>					
	Interest from 30th to 1st @ \$32.65/day			\$65.30	B	L
	Mortgage Insurance to Dept. of HUD			1162.50	B	O
	Hazard Insurance to State Farm			\$856.00	B	O
	<b>TOTAL</b>			<b>\$2,083.80</b>		
- G -	<b>Reserves Deposited with Lender</b>					
	Hazard Insurance 4 months @ \$71.33 per month			\$285.32	B	L
	County Taxes 6 months @ \$154.44 per month			\$926.64	B	L
	Aggregate Adjustment			(\$31.34)	B	L
	<b>TOTAL</b>			<b>\$1,180.62</b>		
- C -	<b>Title Charges</b>					
	Settlement or Closing Fee			\$420.00	B	A
	Settlement or Closing Fee			\$200.00	SL	A
	Title - Search to Picasso Abstracting			\$180.00	B	O
	Title - Lender's Policy Loan \$ 1,250.00			\$1,250.00	B	A
	Title - Owner's Policy Owner's \$450.00			\$450.00	B	A
	Courier/Copy/Fax			\$30.00	B	A
	Courier/Copy/Fax			\$20.00	SL	A
	Title - CPL			100.00	B	
	Wire Fee			\$25.00	B	A
	<b>TOTAL</b>			<b>\$2,675.00</b>		
- E -	<b>Government Recording and Transfer Charges</b>					
	Recording Fees Deed \$10.00 Deed of Trust \$30.00			\$40.00	B	G
	Transfer Taxes			\$2340.00	SL	G
	<b>TOTAL</b>			<b>\$2,380.00</b>		
-	<b>Payoffs</b>					
	Lien Payoff #1 to Wells Fargo Home Mortgage			\$88,159.31	SL	O
	Lien Payoff #2 to Compass Bank			\$13,265.00	SL	O
	<b>TOTAL</b>			<b>\$101,424.31</b>		
-	<b>Miscellaneous Items</b>					
-	HOA Dues (Yearly) Collect and Pay to Berkley Highlands HOA (Prorate Buyer and Seller for 01/01/2015 – 12/31/2015)			\$2,300.00		O
-	Home Warranty to AHS			\$375.00	LB	
-	Pest Inspection to All Pest Away, LLC			\$75.00	SL	O
-	Property Taxes (Yearly) Collect and Pay to County Tax Collector (Prorate Buyer and Seller for 01/01/2015 – 12/31/2015)			\$2,500.00		
<b>B=Borrower, R=Broker, L = Lender, I = Investor, S = Service Provider, A = Title Company/Settlement Agent, O = Other, SL = Seller, G = Government, LB = Listing Broker ** fee deducted</b>						

### Conditions to be Satisfied Prior to Disbursement of Loan Proceeds

Settlement Agent must obtain satisfactory evidence that all taxes are paid through settlement or Settlement Agent must otherwise notify Lender of procedures to assure timely payment. [Lender is to be at no expense in this transaction.]

#### Additional Funding Instructions:

**Attachments:** The following documents are attached:

### Funding Instructions

**Wire Information:** Funds will be wired once all preliminary funding requirements are met

Wire Amount: **\$ 229,973.00**

Items withheld for or added to Wire: **(\$350.00) Lender Credit**

### Special Contest Instructions

1. The amounts for the recording fees and transfer taxes can be different based on the calculations that you pull using your ProForm rate and tax calculations.
2. Differences in the amounts for the Title Insurance Premiums are allowed since you can use your rate tables to calculate the premiums.