

Closing Procedures for New Mortgage Lender

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Mortgage Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Mortgage Lender's Name],

I am writing to outline the closing procedures for my mortgage with [New Mortgage Lender's Name]. Below, please find the key steps and required documentation that needs to be completed prior to closing my mortgage.

1. Pre-Closing Requirements

- Submit all required documentation including income verification, credit history, and identification.
- Ensure that the appraisal has been completed and the report reviewed.
- Purchase homeowners insurance and provide proof of coverage.

2. Closing Disclosure

Review the Closing Disclosure document, which outlines the final terms and costs of the mortgage. Please ensure this document is sent to me at least three days prior to closing for review.

3. Closing Day Procedures

On the closing day, please confirm the following:

- The closing location and time.
- The amount of funds required for closing.
- Any additional documents that need to be signed.

4. Post-Closing Follow-Up

Upon closing, please provide the following:

- Confirmation of the recorded mortgage.
- A copy of the final signed documents.
- Information regarding my mortgage payment schedule.

Thank you for your attention to these closing procedures. I look forward to a smooth closing process with [New Mortgage Lender's Name].

Sincerely,
[Your Name]