

# homebuyer guide



[VirginiaTitleCenter.com](http://VirginiaTitleCenter.com)



let Virginia Title Center  
open the door to your home

**C**ongratulations on finding a new home! This guide provides a comprehensive overview of the sometimes mystifying home-buying process. We hope it answers your lingering questions. Of course, if at any time you have a question or a concern that isn't answered here, a member of our professional staff is available to assist you.

For further information, please check out [VirginiaTitleCenter.com](http://VirginiaTitleCenter.com)

A basket of vibrant pink bougainvillea flowers sits on the arm of a teal-colored outdoor chair. The background is softly blurred, showing more of the chair and some greenery.

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# buyers checklist

- ☐ Complete loan application and promptly furnish your lender with all requested documents and information. Purchasers should comply with these requests to avoid delays in closing.
- ☐ Schedule the settlement date and time through your real estate agent and/or Virginia Title Center processor. If any purchaser will not attend settlement, please contact Virginia Title Center and your lender now to make appropriate arrangements.
- ☐ Obtain and review Homeowners' Association or Condominium Association documents (if applicable). Any objections must be made within three days of receiving the document or they are waived.
- ☐ Obtain and provide a homeowners insurance policy satisfactory to your lender. Bring a duplicate original policy to settlement.
- ☐ Home, radon, and walk-through inspections should be scheduled with seller's representative by your real estate agent.
- ☐ Coordinate with your real estate agent to order the termite inspection and ensure the certificate is delivered to the lender prior to closing.
- ☐ Transfer all utilities into your name as of the date of settlement (or other date mutually agreed upon with seller). Ensure utilities will be on for your final walk-through inspection.
- ☐ Prior to settlement, arrange for the balance of your down payment and closing costs to be wired to Virginia Title Center. Wiring instructions will be provided to you by your Settlement Processor
- ☐ Bring to settlement: Photo identification and any other documents recommended by your real estate agent and Settlement Processor.

# why choose Virginia Title Center as your settlement company?

Virginia Title Center is dedicated to ensuring that your settlement is smooth and worry-free.

We understand the stress of buying a home and we are here to ease your concerns. Our team of Settlement Processors are dedicated professionals and average over 20 years of experience in residential and commercial settlements. While we have offices located in Roanoke, Rocky Mount and Blacksburg, we also have a network of seasoned Professional Mobile Closers that offer you the flexibility of closing at a location convenient to you. Our team strives to provide you with an exceptional client experience. We invite you to enjoy the benefits of our talented team and superior service today!

## meet your settlement processing team



**Amber Cockram**



**Chris Cornetto**



**Nikki Crowder**



**Jessica Doran**



**Nicole Hamilton**



**Erin Markham**



**Melody Marick**



**Angie Smith**



**Linda Troxell**



**Jennifer Vaden**



# what to expect prior to closing

- Once you have a ratified sales contract signed by all the parties, ask your real estate agent to forward it to [closings@virginiatitlecenter.com](mailto:closings@virginiatitlecenter.com) so that we can get started on your file. When we receive the contract, Virginia Title Center will:
- Ensure the appropriate county or city land records are searched to determine what liens and/or judgments encumber the property.
- Communicate with the Purchaser and Seller to explain the role of Virginia Title Center, detail our fees request information to be returned to our office.
- Take necessary steps to ensure that good and marketable title is conveyed to the Purchaser.
- If a survey has been ordered, review survey to determine if any encroachments exist.
- Verify the annual real estate taxes on the property.
- Provide the title report to the Purchaser's lender and communicate with the lender to schedule settlement and ensure that everything is on track.
- Communicate with the real estate agents and/or Purchasers and Sellers to schedule a settlement date and time.
- Obtain payoff amounts for Sellers' existing loans(s) on the property.
- Contact the Homeowners' Association or Condominium Association (if applicable) to verify that the dues are current and prorated between the Purchasers and Sellers.
- Obtain the loan documents and fees from the lender for the Purchaser.
- Obtain and verify for the lender all costs incident to the sale (required inspections, lender fees, escrow account payments, title insurance costs, loan payoffs, taxes and homeowners' association dues, et al.) are paid and/or prorated to the appropriate parties.

# what do i need to bring?

- Be sure to bring valid government issued photo identification, such as a driver's license or passport. to the closing.
- If possible, all parties who hold title to the property should attend the closing. The spouse of the party on title must attend, even though their name may not appear on the deed, to sign certain documents when obtaining a mortgage.
- If you are signing for someone as their Attorney-in-Fact, please bring the original Power of Attorney.
- Prior to closing, Purchasers must wire sufficient certified funds to Virginia Title Center to pay the balance of the down payment stated in the sales contract.
- If the Purchaser has brought to closing more than the required amount of money, Virginia Title Center will issue the Purchaser a check for the excess amount.
- Please contact your Settlement Processor the day before settlement to obtain an estimate of the total funds needed to close.





# what documents should i expect to sign?

Plan on your loan closing taking approximately one hour. Be prompt in your arrival in respect for all parties involved. In addition to the Closing Disclosure Form, there will be a number of documents that you are required to sign at closing. Below is a brief explanation of some of the most common documents:

**Promissory Note:** Frequently referred to as an “IOU”, it is a written promise to pay a specified amount of money to the holder of the Note, at a certain time and under certain terms.

**Deed of Trust:** An instrument used in Virginia in place of a mortgage. This is usually a standardized legal document recorded in the appropriate county/city land records that formally conveys ownership of property from the Purchaser to a Trustee for the purpose of securing payment of the loan. If the loan is not repaid, the Trustee is empowered to sell the property at a foreclosure auction and use the sale proceeds to pay off the loan.

**First Payment Letter:** This document sets forth the amount of your total monthly mortgage payment and the first due date. Typically, it describes the amount of principal, interest and monthly escrow deposits for real estate taxes, homeowners’ insurance and/or mortgage insurance, if you have an established escrow account. This payment amount does not include any applicable Homeowners’ Association or Condominium Association dues.

**W-9:** This document ensures that your mortgage interest payments are correctly linked to your Social Security number when reported to the IRS.

**Flood Insurance:** Lenders are required under federal law to determine whether your property is located in a special hazard zone, as determined by FEMA. If it is, you will be required to obtain flood insurance. If your property is not in a special flood zone, you will not be required to get flood insurance.

**Signature/Name Affidavit:** A written declaration swearing under oath that you are the same person as the person listed in the document and confirming variations of your name.

**Termite Report:** A report issued by a licensed pest control firm no more than 30 days prior to settlement stating whether there was any visible evidence of wood destroying insects found at the property.

**Uniform Residential Loan Application:** Also known as a Fannie Mae Form 1003 or just a 1003 form, is a standard form that contains all the information necessary for a lender to establish the risk profile of a borrower.

## top mistakes to avoid at closing

- **Rushing.** Closing on your home and mortgage is one of the most important financial commitments you’ll ever make. Take all the time you need.
- **Trying to make someone else happy.** You are going to be the one who has to pay the mortgage every month. The only person you need to make happy is you.
- **Feeling like you “should” know the answer to something, and not asking questions.** Mortgages are complicated, and there’s a lot of unfamiliar paperwork. When in doubt, ask!
- **Silencing that little voice inside of you that says something is wrong.** Trust your gut and speak up. Now is your chance to prevent future problems.

# title insurance

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## why is title insurance needed?

**T**itle insurance is an essential part of virtually every transfer of ownership. Unlike most insurance which protects against risk of future events, title insurance exists to eliminate losses due to defects in title which occur as a result of past events.

Even the most careful title search will not reveal some situations or events that could cast doubt on your title to the property. Some of these are: mistakes in the public record; fraudulent or forged title instruments; undisclosed heirs; adverse possession; undisclosed prescriptive rights; and others.

The title examiner is not liable for such matters, nor for title defects or rights of other that are not of record.

Title insurance, generally, will protect the insured party from financial loss or damage for covered risks up to the policy limits. Such expenses typically include attorney's fees in defense of title and the payment of monetary claims.

## who does title insurance protect?

Both the lender and the owner have an interest in the owner's clear title to the property and separate title insurance policies are available to protect each party's respective interests.

Generally, if the purchaser is financing any portion of the purchase price, a commercial lender will require that a Lender's Title Insurance Policy be issued to insure to the maximum amount of the loan to the lender. Though this policy protects the lender, it is the owner who will pay the premium at settlement as one of the costs of obtaining the loan.

For the property owner to be protected, the owner must elect to purchase a separate Owner's Title Insurance Policy, which protects the owner up to the face value of the policy (usually the purchase price).

While a purchaser is not required to buy an Owner's Policy, it is highly recommended that the purchaser does so because a home is usually an individual's largest investment. It is our opinion that an owner would be ill-advised not to protect their growing equity and the value of their investment in the property.

Both minor defects and catastrophic title failures are insured against by the single-premium-payment charged at closing. The policy's protections extend beyond the period of ownership and continue to defend your estate even after death of the owner.

In recent years, property owners have been able to purchase enhanced title insurance policies which further protect them by increasing the policy limit over time in recognition of fast rising values as well as insuring owners against some post-policy events (e.g. the post settlement discovery of zoning and building permit violations, encroachments, adverse possession, transfers into a trust, and other title risks). Virginia Title Center will happily provide quotes for specific premiums for any policy upon request.





# what to **AVOID** during the settlement process

## **AVOID** changing your marital status:

How you hold title is affected by your marital status. Be sure to make both your lender and closing/settlement agent aware of any changes in your marital status so that documents can be prepared correctly.

## **AVOID:** changing jobs

A job change may result in your loan being denied, particularly if you are taking a lower-paying position or moving into a different field. Don't think you're safe because you've received approval earlier in the process, as the lender may call your employer to re-verify your employment just prior to funding the loan.

## **AVOID** switching banks or moving your money to another institution:

After the lender has verified your funds at one or more institutions, the money should remain there until needed for the purchase.

## **AVOID** opening new credit card accounts or applying for new loans:

Applying for a new credit card or a new loans can negatively impact your credit score. Wait until after your closing on your home.

## **AVOID** paying off existing accounts unless your lender requests it:

If your loan officer advises you to pay off certain bills in order to qualify for the loan, follow that advice. Otherwise, leave your accounts as they are until your closing.

## **AVOID** making any large purchases:

A major purchase that requires a withdrawal from your verified funds or increases your debt can result in your not qualifying for the loan. A lender may check your credit or re-verify funds at the last minute, so avoid purchases that could impact your loan approval.



# sellers checklist

- ☐ **Confirm the settlement date and time through your real estate agent and/or Virginia Title Center.** If any seller will not attend settlement, please contact your Settlement Processor now to arrange for an approved power of attorney. General powers of attorney are usually insufficient.
- ☐ **Transfer utilities out of your name** as of the settlement date, or other date agreed upon with the buyer. Be aware that utilities cannot be turned off prior to the walk-through inspection.
- ☐ **Complete all home inspection items and repairs** in accord with the sales contract. Bring all supporting receipts to settlement. Ensure appliances, heating/air conditioning, electrical and plumbing systems are in normal working order.
- ☐ **Bring to settlement: your photo identification**, your forwarding address, social security number, garage door openers, and all remaining keys to the property.
- ☐ **Obtain wiring instructions from your bank** and bring them to settlement if you prefer to have your proceeds wired. Seller's funds will be distributed upon recordation of the appropriate documents among the land records (usually within 48 hours of settlement).
- ☐ **Arrange for alternative transfer of your funds** well in advance of settlement if you require it. If you require your funds for an immediate home purchase, we suggest it would be more efficient for Virginia Title Center to close your purchase.

In Virginia the Wet Settlement Act requires that a transaction be on record at the county/city courthouse prior to any disbursement of funds. In most situations, the recording will take place the next business day, but can take up to 48 hours. The norm is that funds will be available the business day following your settlement. However, caution should be used when closing on a Friday or over a Holiday weekend as there will surely be a delay. It is possible to record the same day of the settlement, however, time and other restrictions will play into the feasibility of that process. In the event that you are closing on another home within 24 hours of your sale, we strongly suggest that you contact the closing agent/attorney to find out whether they will accept an assignment of funds in lieu of a cashiers check at closing; if you are closing outside the Commonwealth, they may not recognize this practice. If this is the case, please allow 2 business days between your transactions. This will allow time for recording and disbursement via wire transfer to the subsequent closing agent. Another disbursement option is a settlement trust account check. The check is generally available for pick up after 4 p.m. the next business day or, if you prefer, sent to you via express overnight delivery.

# Closing Disclosure

This form is a statement of final loan terms and closing costs. Compare this document with your Loan Estimate.

## Closing Information

**Date Issued** 4/15/2013  
**Closing Date** 4/15/2013  
**Disbursement Date** 4/15/2013  
**Settlement Agent** Epsilon Title Co.  
**File #** 12-3456  
**Property** 456 Somewhere Ave  
 Anytown, ST 12345  
**Sale Price** \$180,000

## Transaction Information

**Borrower** Michael Jones and Mary Stone  
 123 Anywhere Street  
 Anytown, ST 12345  
**Seller** Steve Cole and Amy Doe  
 321 Somewhere Drive  
 Anytown, ST 12345  
**Lender** Ficus Bank

## Loan Information

**Loan Term** 30 years  
**Purpose** Purchase  
**Product** Fixed Rate  
**Loan Type** ☒ Conventional ☐ FHA  
☐ VA ☐ \_\_\_\_\_  
**Loan ID #** 123456789  
**MIC #** 000654321

Loan Terms		Can this amount increase after closing?
<b>Loan Amount</b>	\$162,000	<b>NO</b>
<b>Interest Rate</b>	3.875%	<b>NO</b>
<b>Monthly Principal &amp; Interest</b> <i>See Projected Payments below for your Estimated Total Monthly Payment</i>	\$761.78	<b>NO</b>
<b>Prepayment Penalty</b>	<b>Does the loan have these features?</b> <b>YES</b> • As high as \$3,240 if you pay off the loan during the first 2 years	
<b>Balloon Payment</b>	<b>NO</b>	

Projected Payments		
Payment Calculation	Years 1-7	Years 8-30
Principal & Interest	\$761.78	\$761.78
Mortgage Insurance	+ 82.35	+ —
Estimated Escrow <i>Amount can increase over time</i>	+ 206.13	+ 206.13
<b>Estimated Total Monthly Payment</b>	<b>\$1,050.26</b>	<b>\$967.91</b>
<b>Estimated Taxes, Insurance &amp; Assessments</b> <i>Amount can increase over time See page 4 for details</i>	<b>\$356.13</b> a month	<b>This estimate includes</b> <input checked="" type="checkbox"/> Property Taxes <input checked="" type="checkbox"/> Homeowner's Insurance <input checked="" type="checkbox"/> Other: Homeowner's Association Dues <i>See Escrow Account on page 4 for details. You must pay for other property costs separately.</i>
		<b>In escrow?</b> <b>YES</b> <b>YES</b> <b>NO</b>

Costs at Closing	
<b>Closing Costs</b>	<b>\$9,712.10</b> Includes \$4,694.05 in Loan Costs + \$5,018.05 in Other Costs – \$0 in Lender Credits. <i>See page 2 for details.</i>
<b>Cash to Close</b>	<b>\$14,147.26</b> Includes Closing Costs. <i>See Calculating Cash to Close on page 3 for details.</i>

## Closing Cost Details

Loan Costs		Borrower-Paid		Seller-Paid		Paid by Others
		At Closing	Before Closing	At Closing	Before Closing	
<b>A. Origination Charges</b>		<b>\$1,802.00</b>				
01	0.25 % of Loan Amount (Points)	\$405.00				
02	Application Fee	\$300.00				
03	Underwriting Fee	\$1,097.00				
04						
05						
06						
07						
08						
<b>B. Services Borrower Did Not Shop For</b>		<b>\$236.55</b>				
01	Appraisal Fee to John Smith Appraisers Inc.					\$405.00
02	Credit Report Fee to Information Inc.		\$29.80			
03	Flood Determination Fee to Info Co.	\$20.00				
04	Flood Monitoring Fee to Info Co.	\$31.75				
05	Tax Monitoring Fee to Info Co.	\$75.00				
06	Tax Status Research Fee to Info Co.	\$80.00				
07						
08						
09						
10						
<b>C. Services Borrower Did Shop For</b>		<b>\$2,655.50</b>				
01	Pest Inspection Fee to Pests Co.	\$120.50				
02	Survey Fee to Surveys Co.	\$85.00				
03	Title – Insurance Binder to Epsilon Title Co.	\$650.00				
04	Title – Lender's Title Insurance to Epsilon Title Co.	\$500.00				
05	Title – Settlement Agent Fee to Epsilon Title Co.	\$500.00				
06	Title – Title Search to Epsilon Title Co.	\$800.00				
07						
08						
<b>D. TOTAL LOAN COSTS (Borrower-Paid)</b>		<b>\$4,694.05</b>				
Loan Costs Subtotals (A + B + C)		\$4,664.25	\$29.80			
<b>Other Costs</b>						
<b>E. Taxes and Other Government Fees</b>		<b>\$85.00</b>				
01	Recording Fees Deed: \$40.00 Mortgage: \$45.00	\$85.00				
02	Transfer Tax to Any State			\$950.00		
<b>F. Prepays</b>		<b>\$2,120.80</b>				
01	Homeowner's Insurance Premium ( 12 mo.) to Insurance Co.	\$1,209.96				
02	Mortgage Insurance Premium ( mo.)					
03	Prepaid Interest ( \$17.44 per day from 4/15/13 to 5/1/13 )	\$279.04				
04	Property Taxes ( 6 mo.) to Any County USA	\$631.80				
05						
<b>G. Initial Escrow Payment at Closing</b>		<b>\$412.25</b>				
01	Homeowner's Insurance \$100.83 per month for 2 mo.	\$201.66				
02	Mortgage Insurance per month for mo.					
03	Property Taxes \$105.30 per month for 2 mo.	\$210.60				
04						
05						
06						
07						
08	Aggregate Adjustment	- 0.01				
<b>H. Other</b>		<b>\$2,400.00</b>				
01	HOA Capital Contribution to HOA Acre Inc.	\$500.00				
02	HOA Processing Fee to HOA Acre Inc.	\$150.00				
03	Home Inspection Fee to Engineers Inc.	\$750.00			\$750.00	
04	Home Warranty Fee to XYZ Warranty Inc.			\$450.00		
05	Real Estate Commission to Alpha Real Estate Broker			\$5,700.00		
06	Real Estate Commission to Omega Real Estate Broker			\$5,700.00		
07	Title – Owner's Title Insurance (optional) to Epsilon Title Co.	\$1,000.00				
08						
<b>I. TOTAL OTHER COSTS (Borrower-Paid)</b>		<b>\$5,018.05</b>				
Other Costs Subtotals (E + F + G + H)		\$5,018.05				
<b>J. TOTAL CLOSING COSTS (Borrower-Paid)</b>		<b>\$9,712.10</b>				
Closing Costs Subtotals (D + I)		\$9,682.30	\$29.80	\$12,800.00	\$750.00	\$405.00
Lender Credits						



**Calculating Cash to Close**

Use this table to see what has changed from your Loan Estimate.

	Loan Estimate	Final	Did this change?
Total Closing Costs (J)	\$8,054.00	\$9,712.10	<b>YES</b> • See <b>Total Loan Costs (D)</b> and <b>Total Other Costs (I)</b>
Closing Costs Paid Before Closing	\$0	– \$29.80	<b>YES</b> • You paid these Closing Costs <b>before closing</b>
Closing Costs Financed (Paid from your Loan Amount)	\$0	\$0	<b>NO</b>
Down Payment/Funds from Borrower	\$18,000.00	\$18,000.00	<b>NO</b>
Deposit	– \$10,000.00	– \$10,000.00	<b>NO</b>
Funds for Borrower	\$0	\$0	<b>NO</b>
Seller Credits	\$0	– \$2,500.00	<b>YES</b> • See Seller Credits in <b>Section L</b>
Adjustments and Other Credits	\$0	– \$1,035.04	<b>YES</b> • See details in <b>Sections K and L</b>
<b>Cash to Close</b>	<b>\$16,054.00</b>	<b>\$14,147.26</b>	

**Summaries of Transactions**

Use this table to see a summary of your transaction.

**BORROWER'S TRANSACTION****K. Due from Borrower at Closing \$189,762.30**

01	Sale Price of Property	\$180,000.00
02	Sale Price of Any Personal Property Included in Sale	
03	Closing Costs Paid at Closing (J)	\$9,682.30
04		

**Adjustments**

05		
06		
07		

**Adjustments for Items Paid by Seller in Advance**

08	City/Town Taxes	to	
09	County Taxes	to	
10	Assessments	to	
11	HOA Dues	4/15/13 to 4/30/13	\$80.00
12			
13			
14			
15			

**L. Paid Already by or on Behalf of Borrower at Closing \$175,615.04**

01	Deposit	\$10,000.00
02	Loan Amount	\$162,000.00
03	Existing Loan(s) Assumed or Taken Subject to	
04		
05	Seller Credit	\$2,500.00

**Other Credits**

06	Rebate from Epsilon Title Co.	\$750.00
07		

**Adjustments**

08		
09		
10		
11		

**Adjustments for Items Unpaid by Seller**

12	City/Town Taxes	1/1/13 to 4/14/13	\$365.04
13	County Taxes	to	
14	Assessments	to	
15			
16			
17			

**CALCULATION**

Total Due from Borrower at Closing (K)	\$189,762.30
Total Paid Already by or on Behalf of Borrower at Closing (L)	– \$175,615.04

**Cash to Close** ☒ **From** ☐ **To Borrower** **\$14,147.26****SELLER'S TRANSACTION****M. Due to Seller at Closing \$180,080.00**

01	Sale Price of Property	\$180,000.00
02	Sale Price of Any Personal Property Included in Sale	
03		
04		

05		
06		
07		
08		

**Adjustments for Items Paid by Seller in Advance**

09	City/Town Taxes	to	
10	County Taxes	to	
11	Assessments	to	
12	HOA Dues	4/15/13 to 4/30/13	\$80.00
13			
14			
15			
16			

**N. Due from Seller at Closing \$115,665.04**

01	Excess Deposit	
02	Closing Costs Paid at Closing (J)	\$12,800.00
03	Existing Loan(s) Assumed or Taken Subject to	
04	Payoff of First Mortgage Loan	\$100,000.00
05	Payoff of Second Mortgage Loan	

06		
07		
08	Seller Credit	\$2,500.00

09		
10		
11		
12		
13		

**Adjustments for Items Unpaid by Seller**

14	City/Town Taxes	1/1/13 to 4/14/13	\$365.04
15	County Taxes	to	
16	Assessments	to	
17			
18			
19			

**CALCULATION**

Total Due to Seller at Closing (M)	\$180,080.00
Total Due from Seller at Closing (N)	– \$115,665.04

**Cash** ☐ **From** ☒ **To Seller** **\$64,414.96**

Additional Information About This Loan

Loan Disclosures

Assumption

- If you sell or transfer this property to another person, your lender
- ☐ will allow, under certain conditions, this person to assume this loan on the original terms.
  - ☒ will not allow assumption of this loan on the original terms.

Demand Feature

- Your loan
- ☐ has a demand feature, which permits your lender to require early repayment of the loan. You should review your note for details.
  - ☒ does not have a demand feature.

Late Payment

If your payment is more than 15 days late, your lender will charge a late fee of 5% of the monthly principal and interest payment.

Negative Amortization (Increase in Loan Amount)

- Under your loan terms, you
- ☐ are scheduled to make monthly payments that do not pay all of the interest due that month. As a result, your loan amount will increase (negatively amortize), and your loan amount will likely become larger than your original loan amount. Increases in your loan amount lower the equity you have in this property.
  - ☐ may have monthly payments that do not pay all of the interest due that month. If you do, your loan amount will increase (negatively amortize), and, as a result, your loan amount may become larger than your original loan amount. Increases in your loan amount lower the equity you have in this property.
  - ☒ do not have a negative amortization feature.

Partial Payments

- Your lender
- ☒ may accept payments that are less than the full amount due (partial payments) and apply them to your loan.
  - ☐ may hold them in a separate account until you pay the rest of the payment, and then apply the full payment to your loan.
  - ☐ does not accept any partial payments.
- If this loan is sold, your new lender may have a different policy.

Security Interest

You are granting a security interest in  
456 Somewhere Ave., Anytown, ST 12345

You may lose this property if you do not make your payments or satisfy other obligations for this loan.

Escrow Account

- For now,** your loan
- ☒ will have an escrow account (also called an “impound” or “trust” account) to pay the property costs listed below. Without an escrow account, you would pay them directly, possibly in one or two large payments a year. Your lender may be liable for penalties and interest for failing to make a payment.

Escrow		
Escrowed Property Costs over Year 1	\$2,473.56	Estimated total amount over year 1 for your escrowed property costs: Homeowner's Insurance Property Taxes
Non-Escrowed Property Costs over Year 1	\$1,800.00	Estimated total amount over year 1 for your non-escrowed property costs: Homeowner's Association Dues  You may have other property costs.
Initial Escrow Payment	\$412.25	A cushion for the escrow account you pay at closing. See Section G on page 2.
Monthly Escrow Payment	\$206.13	The amount included in your total monthly payment.

- ☐ will not have an escrow account because ☐ you declined it ☐ your lender does not offer one. You must directly pay your property costs, such as taxes and homeowner's insurance. Contact your lender to ask if your loan can have an escrow account.

No Escrow		
Estimated Property Costs over Year 1		Estimated total amount over year 1. You must pay these costs directly, possibly in one or two large payments a year.
Escrow Waiver Fee		

In the future,

Your property costs may change and, as a result, your escrow payment may change. You may be able to cancel your escrow account, but if you do, you must pay your property costs directly. If you fail to pay your property taxes, your state or local government may (1) impose fines and penalties or (2) place a tax lien on this property. If you fail to pay any of your property costs, your lender may (1) add the amounts to your loan balance, (2) add an escrow account to your loan, or (3) require you to pay for property insurance that the lender buys on your behalf, which likely would cost more and provide fewer benefits than what you could buy on your own.

## Loan Calculations

<b>Total of Payments.</b> Total you will have paid after you make all payments of principal, interest, mortgage insurance, and loan costs, as scheduled.	\$285,803.36
<b>Finance Charge.</b> The dollar amount the loan will cost you.	\$118,830.27
<b>Amount Financed.</b> The loan amount available after paying your upfront finance charge.	\$162,000.00
<b>Annual Percentage Rate (APR).</b> Your costs over the loan term expressed as a rate. This is not your interest rate.	4.174%
<b>Total Interest Percentage (TIP).</b> The total amount of interest that you will pay over the loan term as a percentage of your loan amount.	69.46%



**Questions?** If you have questions about the loan terms or costs on this form, use the contact information below. To get more information or make a complaint, contact the Consumer Financial Protection Bureau at [www.consumerfinance.gov/mortgage-closing](http://www.consumerfinance.gov/mortgage-closing)

## Other Disclosures

### Appraisal

If the property was appraised for your loan, your lender is required to give you a copy at no additional cost at least 3 days before closing. If you have not yet received it, please contact your lender at the information listed below.

### Contract Details

See your note and security instrument for information about

- what happens if you fail to make your payments,
- what is a default on the loan,
- situations in which your lender can require early repayment of the loan, and
- the rules for making payments before they are due.

### Liability after Foreclosure

If your lender forecloses on this property and the foreclosure does not cover the amount of unpaid balance on this loan,

- ☒ state law may protect you from liability for the unpaid balance. If you refinance or take on any additional debt on this property, you may lose this protection and have to pay any debt remaining even after foreclosure. You may want to consult a lawyer for more information.
- ☐ state law does not protect you from liability for the unpaid balance.

### Refinance

Refinancing this loan will depend on your future financial situation, the property value, and market conditions. You may not be able to refinance this loan.

### Tax Deductions

If you borrow more than this property is worth, the interest on the loan amount above this property's fair market value is not deductible from your federal income taxes. You should consult a tax advisor for more information.

## Contact Information

	Lender	Mortgage Broker	Real Estate Broker (B)	Real Estate Broker (S)	Settlement Agent
<b>Name</b>	Ficus Bank		Omega Real Estate Broker Inc.	Alpha Real Estate Broker Co.	Epsilon Title Co.
<b>Address</b>	4321 Random Blvd. Somecity, ST 12340		789 Local Lane Sometown, ST 12345	987 Suburb Ct. Someplace, ST 12340	123 Commerce Pl. Somecity, ST 12344
<b>NMLS ID</b>					
<b>ST License ID</b>			Z765416	Z61456	Z61616
<b>Contact</b>	Joe Smith		Samuel Green	Joseph Cain	Sarah Arnold
<b>Contact NMLS ID</b>	12345				
<b>Contact ST License ID</b>			P16415	P51461	PT1234
<b>Email</b>	joesmith@ficusbank.com		sam@omegare.biz	joe@alphare.biz	sarah@epsilontitle.com
<b>Phone</b>	123-456-7890		123-555-1717	321-555-7171	987-555-4321

## Confirm Receipt

By signing, you are only confirming that you have received this form. You do not have to accept this loan because you have signed or received this form.

Applicant Signature

Date

Co-Applicant Signature

Date

# Closing Disclosure

## Closing Information

Date Issued  
Closing Date  
Disbursement Date  
Settlement Agent  
File #  
Property

Sale Price

## Transaction Information

Borrower

Seller

### Summaries of Transactions

#### SELLER'S TRANSACTION

##### Due to Seller at Closing

01 Sale Price of Property  
02 Sale Price of Any Personal Property Included in Sale

03

04

05

06

07

08

##### Adjustments for Items Paid by Seller in Advance

09 City/Town Taxes to

10 County Taxes to

11 Assessments to

12

13

14

15

16

##### Due from Seller at Closing

01 Excess Deposit

02 Closing Costs Paid at Closing (J)

03 Existing Loan(s) Assumed or Taken Subject to

04 Payoff of First Mortgage Loan

05 Payoff of Second Mortgage Loan

06

07

08 Seller Credit

09

10

11

12

13

##### Adjustments for Items Unpaid by Seller

14 City/Town Taxes to

15 County Taxes to

16 Assessments to

17

18

19

#### CALCULATION

Total Due to Seller at Closing

Total Due from Seller at Closing

Cash ☐ From ☐ To Seller

### Contact Information

#### REAL ESTATE BROKER (B)

Name

Address

\_\_ License ID

Contact

Contact \_\_ License ID

Email

Phone

#### REAL ESTATE BROKER (S)

Name

Address

\_\_ License ID

Contact

Contact \_\_ License ID

Email

Phone

#### SETTLEMENT AGENT

Name

Address

\_\_ License ID

Contact

Contact \_\_ License ID

Email

Phone



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## Closing Cost Details

Loan Costs	Seller-Paid	
	At Closing	Before Closing
<b>A. Origination Charges</b>		
01 % of Loan Amount (Points)		
02		
03		
04		
05		
06		
07		
08		
<b>B. Services Borrower Did Not Shop For</b>		
01		
02		
03		
04		
05		
06		
07		
08		
<b>C. Services Borrower Did Shop For</b>		
01		
02		
03		
04		
05		
06		
07		
08		

Other Costs		
<b>E. Taxes and Other Government Fees</b>		
01 Recording Fees	Deed:	Mortgage:
02		
<b>F. Prepays</b>		
01 Homeowner's Insurance Premium (    mo.)		
02 Mortgage Insurance Premium (    mo.)		
03 Prepaid Interest (    per day from    to    )		
04 Property Taxes (    mo.)		
05		
<b>G. Initial Escrow Payment at Closing</b>		
01 Homeowner's Insurance	per month for	mo.
02 Mortgage Insurance	per month for	mo.
03 Property Taxes	per month for	mo.
04		
05		
06		
07		
08 Aggregate Adjustment		
<b>H. Other</b>		
01		
02		
03		
04		
05		
06		
07		
08		
09		
10		
11		
12		
13		
<b>J. TOTAL CLOSING COSTS</b>		



Virginia Title Center is committed to serving you with unmatched expertise, exceptional customer service and a comprehensive selection of title and settlement solutions to help you grow and succeed.

Our professionalism, technical knowledge, and experience provide security as we insure protection for your most valued investment.

**Roanoke Office:**

3565 Electric Road, SW, Suite J  
Roanoke, VA 24018

**Rocky Mount Office:**

270 S. Main Street, Suite 201  
Rocky Mount, VA 24151

**Blacksburg Office:**

1997 S. Main Street, Suite 604  
Blacksburg, VA 24060

Phone: (540) 772-0585 / (800) 468-5811

Fax: (540) 772-0639 / (800) 335-0197

E-mail: [closings@virginiatitlecenter.com](mailto:closings@virginiatitlecenter.com)

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