



Solid Advice, Flexible Solutions.

Shaun Jackson NMLS#181518

Set In Stone Mortgage
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Atlanta, GA 30328

Dear Trusted Agent Partners,

I hope this letter finds you well. As we approach the final stages of the home buying process, I want to extend my gratitude for your unwavering support and professionalism throughout this journey. To ensure a smooth and successful closing for our clients, I have prepared a checklist of essential documents and information. Your assistance in verifying these items will be invaluable in facilitating a seamless closing.

Checklist for a Smooth Closing:

Lead-Based Paint Addendum: Please ensure that the Lead-Based Paint Addendum is included for any properties built prior to 1978, as mandated by federal law.

FHA/VA Amendatory Clause and Real Estate Certification: For clients utilizing VA or FHA financing, it is crucial to have the Amendatory Clause and Real Estate Certification forms completed and submitted.

Copy of EMD Check: Kindly provide a copy of the Earnest Money Deposit (EMD) check to verify that it has been submitted as required.

Receipt of EMD Check: Obtain and retain a receipt from the holder of the earnest money, acknowledging the receipt of the EMD check.

Purchase Contract and Addendums: Ensure that all parties have signed the Purchase Contract and any applicable addendums.

Sellers Concessions: Verify that the Sellers concessions do not exceed the maximum allowed limits: FHA and USDA (6% of purchase price), VA (4% of purchase price), Conventional (3% of purchase price).

License Information: Obtain and record the license information of all agents and their respective brokers involved in the transaction. Please provide the following details: Name of agent, name of broker, broker address, broker license number, and agent license number.

Correct Property Address: Double-check that the property address listed in all documents is accurate and consistent.

Dated Signatures: Ensure that all signatures on the documents are dated for all parties involved.

I truly value our partnership, and your meticulous attention to detail will undoubtedly contribute to a smooth and stress-free closing process. Your dedication to providing exceptional service to our clients is commendable, and I am confident that together, we can make this a positive experience for everyone involved.

If you have any questions or require further information, please do not hesitate to contact me. Your expertise and cooperation are greatly appreciated, and I look forward to celebrating a successful closing with you soon.

Thank you for your ongoing support and professionalism.

Best regards,

A handwritten signature in black ink, appearing to read 'Shaun Jackson', is written below the text.