



INNOVATIVE CLOSING SOLUTIONS

TURNING YOUR REAL ESTATE INTO REAL PROFITS

Property: _____ File: _____

Hello,

Thank you for notifying ICS that you would like to exercise our remote closing option! Our staff will work diligently to ensure you are kept in the loop throughout the entire closing process, and all documents are sent in a timely manner so you can execute and return with no worries about making your closing date.

Closing Process:

Since you have opted for a remote closing option, you will not have to attend closing in person. Our office aims to have your final closing package sent to you via mail or email (whichever you selected) 2 days prior to closing. Once you receive your package, you will need to meet with a notary to have all documents signed and notarized. After the documents are executed, you will use a provided FedEx shipping label to overnight the documents to our office.

Our recording and funding process remains the same for remote and in-person closings. Once we receive all parties executed documents, all necessary funds, and in some cases funding authorization from the lender, we will submit for recording. Once the county has processed our submittal, we will disperse funds as necessary.

Common Questions:

What if I can't return my docs by the closing date? No worries! Just get them to us as soon as you can. Keep in mind we cannot record without your documents

Can I attend via video call? Unfortunately, no. You will need to meet with a notary in person.

What if I can't find a notary? If you are struggling to find a notary, reach out and we can provide recommendations!

Why is there an additional fee? Preparing documents for remote closings is a little more complex and requires more of our staff; there is also a fee for the FedEx label used to return the documents.

Should you have any questions regarding your transaction at any time, please do not hesitate to contact our office at 336.793.1953 or email to orders@innovativeclosingsolutions.com. To learn more about our firm, please visit our website at <https://innovativeclosingsolutions.com/>.

With warmest regards,

Brian H. Elam, Managing Attorney