Sample Email upon Executed Contract

All BOLD and UNDERLINED fields need to be changed to the actual names and dates.

Hello **Mr. and Mrs. Buyer**,

Congratulations, your offer has been accepted for the home on **123 Main Street, Anytown, FL 33830**. The executed contract date is **Enter Effective Date of Contract.**

I forwarded a copy of the executed contract to your lender **Mortgage Officer at Mortgage Company.**

**Mortgage Officer** will be working with you on the approval process so please be sure to provide any requested information he needs so we can make your closing date of **Enter Closing Date**.

Please know that there are deadlines that need to be met so this process can run smoothly: Note: All days are calculated by calendar days not business days. All time periods that end on a Saturday, Sunday or Holiday will automatically extend to the next day at 5:00 PM.

Escrow Check: An escrow deposit of **Enter Escrow Amount** is due to be delivered by **Escrow Deadline**. You can use a personal check made out to **Title Company.** Please notate the property address on the check so it will be applied to the right account. Please deliver the check to: **Title Officer Name at Title Company, Title company address**. Please ask **Title Officer Name** to make a copy of the check and email me a Verification of escrow deposit letter which I will forward to you, the lender and the seller’s agent. The title company can email the letter to **Enter your email address.**

Loan Application: Please apply for your loan by **Loan Commitment Date**. You can contact your lender, **Mortgage Officer at Mortgage Company Name, Mortgage Officer’s Phone**. I know you have been working with **Mortgage Officer** who has completed your per-approval paperwork. They will let you know if any additional documentation is necessary. Please provide them with all of the paperwork they ask for as quickly as possible. The sooner you respond the sooner he can get the process rolling. We are scheduled to close on **Closing Date** so time is of the essence.

Home Inspection and Termite Inspection: We have **(enter number of days in inspection period)** from the effective date of **5/6/2019** to have the inspections completed on your new property. That means the inspections must be completed by Inspection Deadline Date according to the terms of your contract. If you choose to have a home inspection/termite inspection which is highly recommended, you will pay for the expenses outside of closing. The costs for the inspections will be $300-$450 for the home inspection and $75-$85 for the termite inspection. Please pay the inspectors the day of the inspections. They will both email you a report of their findings. You will then let me know if you are satisfied with the inspections or have questions about any repair issues. If needed, I can recommend and schedule the necessary inspections and will confirm the date and time with you. I highly recommend attending the home inspection if possible. We will also have to get the seller’s permission and schedule the dates with the current homeowners. I would be more than happy to sit down with you after the inspection is complete to review the findings and prepare negotiations for any items to be repaired, replaced or to receive a credit from the sellers.

Loan Commitment: Your loan commitment must be in place by **Enter Loan Commitment Deadline**.

Appraisal: Your lender, **Mortgage Company Name**, will order the appraisal on the property. This is also an expense that is paid outside of closing after your inspections are completed and you are satisfied with them.

Survey: This will be ordered by **Title Company** and the costs will be included in your closing costs.

Closing Statement: When all of the above is completed and we are ready for closing, you will be provided with a detailed Closing Disclosure by your lender. By law, you must receive this statement 3 days prior to your closing date. The statement will let you know how much money needs to be wired to the Title Company for your closing. The title company will provide wiring instructions so you can wire the funds the day before closing or sooner. Also, please be vigilant and do not ever wire money unless you confirm directly with the title company. Wire fraud is rampant these days and wiring instructions do not change last minute so be wary of emails telling you the wiring instructions have changed.

Home Owners Insurance: You must have home owners insurance in place before closing. It is a lender requirement and they will need proof of insurance. You should shop around and see who can provide the best price and service for your needs.

Utilities: Please remember to have the utilities transferred into your name at least a week before closing.

Walk Through- We will schedule a final walk through the day prior to your closing to ensure that the property is in the same condition as the effective date, that the seller has removed all trash and garbage, that the seller has fixed all agreed upon repairs and that the seller has left all items called for in the contract.

If all goes smoothly, our closing will be on Closing Date! The closing will take place **at Closing Location and Address**. Please bring 2 forms of picture ID.

If you have any questions, give me a call. This is a general outline of the process. I will be with you every step of the way!

Congratulations on your new home!

Sincerely,

You!