



Closing Process Instructions

1. Title company must be verified to ensure waiver of sovereign immunity is in place.
2. Doorway Home Loans will generate the Closing Request Form (CRF), along with the balanced Doorway Home Loans Closing Disclosure (CD) and Title CD/SSPL.
3. The lease package will be emailed to Title, Doorway Home Loans, Tule River, and the assigned closer who will assist with coordinating the closing.
4. Title will send the closing documents and lease package to Tule River, who will print, sign and notarize on their end. (Title to confirm if Tule River can use their in-house notary or if Title will be scheduling a mobile notary).
5. Doorway Home Loans and Title will set up a time with Homebuyer to sign the lease package.
6. Tule River will ship the signed closing docs and lease docs to Title (Title to provide a shipping label).
7. Once Title receives closing documents and lease package signed by both Tule River and Homebuyer, Title can close the transaction as a normal FHA loan.
8. Homebuyer will wire funds to Tule River, which includes leasing fees, first month's rent payment, and the cash to close.
9. Tule River will send the required cash to close amount to Title once funds are received from Homebuyer.
10. Title to close and fund transaction. Title will need to send the original signed lease documents to Tule River after closing.