



*An Affiliate of CBCInnovis  
875 Greentree Road  
8 Parkway Center  
Pittsburgh, PA 15220  
Telephone – 800-746-2374  
E-Fax 888.-231-6502*

**IN ADDITION TO THE FOLLOWING INSTRUCTIONS ADVANTAGE EQUITY IS REQUESTING THAT A “DUPLICATE” ORIGINAL COPY OF THE MORTGAGE, DEED OF TRUST AND DEED IF ANY, BE SIGNED BY THE BORROWERS.**

**PLEASE NOTE THE FOLLOWING INSTRUCTIONS THAT “MUST” BE CONSIDERED ONCE YOU RECEIVE A CLOSING PACKAGE FROM ADVANTAGE EQUITY SERVICES, INC! FAILURE TO COMPLY WITH ANY AND ALL INSTRUCTIONS WILL RESULT IN A FEE REDUCTION!**

1. ADVANTAGE EQUITY CLOSING INSTRUCTIONS SUPERSEDE ALL LENDER AND CLOSING INSTRUCTIONS.
2. IF THE LOAN **DOES NOT CLOSE** YOU "**MUST**" CONTACT ADVANTAGE EQUITY SERVICES AT **800-746-2374** IMMEDIATELY.
3. AFTER THE CLOSING YOU "**MUST**" CONTACT ADVANTAGE EQUITY SERVICES AT **800-746-2374** WITH THE FOLLOWING INFORMATION:
  - A. YOUR NAME AND PHONE NUMBER WHERE YOU CAN BE REACHED.
  - B. BORROWER'S **LAST NAME**, OUR **JOB NUMBER** AND IF THE CLOSING WAS **SUCCESSFUL OR “DID NOT” CLOSE**.
  - C. INDICATE WHEN CLOSING PACKAGE (S) WILL BE SENT OUT ALONG WITH THE TRACKING NUMBER FOR ALL PACKAGES. PLEASE USE FED-EX STANDARD OVERNIGHT DELIVERY (ACCT. #**294619542**).



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 875 Greentree Road  
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**Closing Agent Agreement**

<b>Company Name:</b>
<b>Contact Person:</b>
<b>Mailing Address:</b>
<b>E-mail Address:</b>

<b>Shipping Address:</b>
<b>Method of Returning Completed Closing Docs:</b>
<b>Office #:</b> <span style="float:right"><b>Cell #:</b></span>
<b>Fax:</b> <span style="float:right"><b>E-Fax:</b></span>

<b>Please place orders with me via: Phone/E-Mail/Fax (circle all that apply)</b>
<b>What types of electronic documents can you open?</b>
<b>Can you accommodate bilingual closings in Spanish or French? (circle all that apply)</b>
<b>Do you have an attorney in your office? If yes, their name:</b>

<b>Social Security No / Fed ID No:</b>	<b>Is this a Corporation?</b>
<b>Do you carry E &amp; O insurance?</b>	<b>If yes, expiration date:</b>
<b>MAKE CHECKS PAYABLE TO:</b>	

*Please call to discuss a "STANDARD" FEE.*

<b>STATE</b>	
<b>COUNTY/COUNTIES:</b>	
1.	
2.	
3.	
4.	
Refinance closings	\$
Purchase closings	\$
Simultaneous closings (1 <sup>st</sup> and 2 <sup>nd</sup> loan closings): (additional fee)	\$

**Please provide the names and phone numbers of the Company(s) for whom you have closed mortgage loans:**

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**ADVANTAGE EQUITY SERVICES GUIDELINES FOR CLOSINGS**

***FAILURE TO COMPLY WITH ADVANTAGE EQUITY SERVICES INSTRUCTIONS  
WILL RESULT IN A FEE REDUCTION.***

- The closing package must be divided according to our instructions.
- Must provide copies of all loan documents to the borrower(s) before the borrower(s) begin the signing of the original closing documents.
- Payment is mailed out around the 15th and 30th of every month. Once the loan closing has been confirmed the system will pay to vendor. No invoicing is necessary since our system auto pays our vendors.

**\*\*\*\* Please note that all payment discrepancies must be addressed within 60 days of original invoice date for consideration. Inquiries submitted outside of 60 days will be disregarded.\*\*\*\***

- Advantage is offering payment to you by means of Direct Deposit (“ACH”) that is posted directly into a checking or savings account of your choice. ACH processing refers to an electronic transfer of funds to the account using the secure Federal Reserve banking system.

**PLEASE ANSWER THE FOLLOWING QUESTIONS**

Are you familiar with the required forms and affidavits for recording deeds and mortgages in the counties you cover? **YES**\_\_\_\_**NO**\_\_\_\_(must have ability to provide these forms if not provided by lender).

Windows Version:\_\_\_\_\_ (Windows 95 is the minimum operating system).

**Broadband** is the “required” Internet provider(provide name): \_\_\_\_\_

Mail Box Size: (10 meg. minimum):\_\_\_\_\_

What type of printer do you have? Laser\_\_\_\_ Inkjet\_\_\_\_ Other\_\_\_\_\_ (provide type; **Laser** is recommended for speed and quality)

I have read and understand the terms of this closer agreement package.

\_\_\_\_\_  
(Closer signature)

\_\_\_\_\_  
(Print name)



**With Direct Deposit You Will Never Hear  
“THE CHECK IS IN THE MAIL”**

Dear Vendor:

Advantage is offering payment to you by means of Direct Deposit (“ACH”) that is posted directly into a checking or savings account of your choice. ACH processing refers to an electronic transfer of funds to the account using the secure Federal Reserve banking system.

When you elect to receive payment via ACH, you will enjoy **many benefits** such as:

- No waiting for a check to clear.
- No more waiting in line at the bank.
- Increased security by avoiding lost or stolen checks.
- Advance notification when to expect direct deposit.
- Preferred vendor status.

Your company will receive an ACH remittance advice each time we issue you a payment. The remittance advice will indicate the invoice being paid, the amount of payment and the date upon which your bank will receive the payment. You have the option of receiving this advice by either e-mail or fax.

Please complete the attached authorization form along with a copy of a voided check and return with your engagement package.

Once we have received your signed authorization form, we delay implementation for 15 days until your bank confirms that they can accept the payment information we provide. Upon bank confirmation, you will begin to receive payments via ACH and your remittance information by means of e-mail or fax. You will continue to receive payment in the form of a check until your ACH set-up is complete.

Sincerely,

Daniel Studeny  
General Manager

# **DIRECT DEPOSIT YOUR WAY TO FASTER PAY**

## **CBC COMPANIES INC.**

### **AUTHORIZATION FORM FOR ACH PAYMENTS**

Company name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Financial Institution: \_\_\_\_\_

Account type: **Circle One**    **CHECKING**                      **SAVINGS**

***MUST INCLUDE COPY OF VOIDED CHECK***

*A deposit slip **only** for savings account*

### **REMITTANCE ADVICE OPTIONS**

***Select One***

Email address: \_\_\_\_\_

Fax number: \_\_\_\_\_

### **AUTHORIZATION**

Authorized name: \_\_\_\_\_

(Please print)

Authorized signature: \_\_\_\_\_

Authorized title: \_\_\_\_\_

Date: \_\_\_\_\_                      Phone number: \_\_\_\_\_



**SO DON'T DELAY - SEND IN TODAY**

