

## Closing Services

Our Closing services include:

- \* Analysis of documentation during the loan process for early detection of possible issues that can hold back the closing and title policy issuance
- \* Open communication with parties involved including, but not limited to, attorneys, brokers, and lender in order to solve legal and/or tax issues
- \* We use [SoftPro](#) for preparation of the Closing Disclosure (CD) or Settlement Statement (HUD-1)
- \* Validation of the Closing Disclosure against all invoices
- \* Maintaining the client informed throughout our closing pipeline management system
- \* Coordination of closing date with all parties involved
- \* Signature-taking of the closing package
- \* Disbursement of funds, including payment to service providers and mortgage payoff process
- \* Scanning of closing package

## Post-Closing Services

Our Post-Closing services include:

- \* Disbursement of funds – Validation of Closing Disclosure against all related case invoices
- \* Validation of service providers’ documentation such as “Registro de Comerciante”, W9 Form, Withholding Release, and licenses
- \* Retention and payment of tax withholdings to the Treasury Department including the annual filing of form 480.6
- \* Mortgage payoff process
- \* Non-Resident retention process
- \* Administration of funds deposited in escrow

## Deed Presentation

Advantage Closing Service manages, through its Post-Closing Department, the presentation of executed deeds and other documents in the pertinent Registry and/or governmental agency. By providing this service, both our company and our clients have an additional guarantee of their preferential rank in the Registry and of the validity of any collaterals.

At the request of a client, once a deed has been duly filed for record, we will provide the client with copies of the receipt voucher from the Registry and the filing Endorsement.

## Cancellation of Prior Mortgages

- \* **Payoffs**
  - ☑ Purchase and Sale transactions - 24 hours
  - ☑ Refinances - 3 days
- \* Cancellation of previous mortgages through judicial process
- \* Cancellation of previous mortgages through notarial process
- \* **Program PRNMS** (Puerto Rico Note Management System)
- \* Notification of Deeds from the Registry of Property of Puerto Rico
  - ☑ Assist and follow up Public Notaries in relation to notifications from the Registry of the Property.
  - ☑ Take care of expenses incurred when re-filing certified copies at the Registry, purchasing vouchers and stamps for the filing of documents and/or requesting an updated title search report, etc.