

# THE PIC PROGRAM

## Closing Instructions For Title/ Escrow Companies

Thank you for assisting your lender, Realtor, seller and homebuyer with a Partners In Charity Gift Closing. The process for the closing agent is quite simple. To assist you, please follow the following steps to ensure a happy closing day.

**Step One:** Verify that you are an approved closing company for Partners In Charity. To do this, you must have a closing office identification number. This number starts with the two letter initials of your state followed by 5 digits. If you do not have this number, then please call Partners In Charity immediately at **1-800-942-8431** to register or visit our website at [www.partnersincharity.org](http://www.partnersincharity.org). Please note that if you are not registered with Partners In Charity, you will need to have your number issued prior to funds being released to the closing table. We recommend at least 5 business days to complete this process.

**Step Two:** Verify that the following documents were received by Partners In Charity from the Loan Officer.

***Partners In Charity Requires The Following Documents  
Within 48 Hours (Business Days) of Loan Closing.  
At No Time Will Incomplete Packages Be Accepted!***

- Gift Funds Request Form
- Gift Letter and Grant Application
- The PIC Program Seller Participating Agreement
- Copy of Appraisal (First 2 pages only)

### At The Closing Table

Closing agent is required to show the following on the HUD-1:

Credit Buyer With Gift of \$\_\_\_\_\_ Debit Seller With Service Fee of \$\_\_\_\_\_

Wire To Partners In Charity \$\_\_\_\_\_

**\*Closing Agent is to show the name of Partners In Charity on the HUD-1 Statement.**

***Within two (2) days of close, wire Service Fee to:***

Barrington Bank & Trust Co., N.A., Barrington, IL

ABA# 071925651, Credit to: Partners In Charity – Acct.#: 0550008144. Please include Seller's Last Name, Address, City, County and State.

***Please Fax , a Certified Copy of the completed HUD-1 to:1-800-514-9848 or mail a copy to:***

Partners In Charity, 613 West Main Street, West Dundee, IL 60118

**Important: If you have any closing day problems, please call 1-800-942-8431**



**Closing Office Application** 800-942-8431 Toll-Free

Note: This Form MUST be completed and sent to Partners In Charity, Inc., in order to receive gift funds from the PIC Program. Please Print or Type The Following:

Legal Name of Company:			
DBA:			
Street Address:		Suite:	
City:	State:	County:	Zip:
Telephone:		Company Fax #:	
Branch Manager/Contact Person:			
Year established in business:			
Type of organization (corp., partnership, etc):			
Federal Tax ID Number or Social Security Number of Principle:			
These forms may be copied and distributed to the appropriate personnel in your office. Please complete this form and fax this form to <b>1-800-514-9848</b> or mail to <b>Partners In Charity, Inc, Attn: Certification Department, 613 West Main Street, West Dundee, IL 60118</b>			

# What's My Role?

## If You're The Seller...

- \_\_\_\_\_ Sign the **Seller Participating Agreement**.
- \_\_\_\_\_ Have your realtor show you the **PIC The Winner** sheet, so you know the estimated net profit from your sale.

## If You're The Buyer:

- \_\_\_\_\_ Sign the **Gift Letter and Grant Application** at application with your lender.

## If You're The Realtor:

- \_\_\_\_\_ Explain the PIC Program to your seller and show them the **PIC The Winner** sheet.
- \_\_\_\_\_ If needed, here is some language you can use for your sales contract:  
"Contract contingent upon buyers receiving 2% -10% gift funds from the PIC Program. The seller agrees to the terms and conditions of the attached Participating Home Agreement form and will incorporate those terms and conditions into this purchase and sale agreement."
- \_\_\_\_\_ Have the seller sign the **Seller Participating Agreement**.

## If You're The Lender:

(Reminder: If this is a For Sale By Owner transaction, the Lender is responsible for teaching the Seller about the PIC program and obtaining all necessary documentation for the transaction.)

- \_\_\_\_\_ Make sure your Buyer signs the **Gift Letter and Grant Application**.
- \_\_\_\_\_ Complete the **Gift Funds Request Form**.
- \_\_\_\_\_ Fax the completed **Gift Funds Request Form** and all other required documentation to PIC. \*\*\* **(48 hours prior to closing!)**
- \_\_\_\_\_ Make sure that the Title Company branch or Closing Officer/Attorney is registered with PIC. If they are not, simply call us and we would be more than happy to get them registered.

## If You're The Title Company or Closing Officer/Attorney:

- \_\_\_\_\_ Make sure you are registered with PIC and you have obtained a Closing ID code. If you're not registered, enroll online at [www.partnersincharity.org](http://www.partnersincharity.org).

### \*\*\* List of Required Documents

1. Gift Letter and Grant Application
2. Seller Participating Agreement
3. Gift Funds Request Form
4. Copy of Appraisal (First 2 Pages Only)

### PIC Marketing Support

**1-800-705-8350**

