

Crystal Helweg

From: Crystal Helweg
Sent: Wednesday, February 24, 2021 10:53 AM
To: Alex Tompkins; Alyssa Perez; Brice Ruthart; Crystal Helweg; Jennifer Castillo; Jennifer France; Jeremy Florey; Kyle Middendorf; Mark Cannard; Matthew M; Michael Shannon; Miranda Brown; Mohanad Mohammed; Serge Janov; Shan Fletcher; Summer Fox; Tina Couger
Cc: Closing
Subject: Update on Loans Once Cleared to Close
Importance: High

Good Morning Everyone!

Once a file is CTC, please email closing@ezhomeloansnow.com

In your email you will need to let us know the following information:

- Borrower Name
- Lender
- Title Company Best Contact (Name, Email and Phone Number)

The Closing team at Ez HomeLoans will handle:

- Helping title and the lender with balancing the Final CD
- Making sure the closing and supplement documents are to title before closing
- Sending out wire instructions for the company
- Making sure the loans fund
- They will update Payroll once a loan funds

Please let Brice or I know if you have any questions or concerns,

Crystal Helweg

Ez HomeLoans LLC, Vice President of Operations
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