



The below items are required in handling closings on behalf of Trio and its Government Agency partners ("TGAs"). Trio, as Program Administrator, provides signature authority documentation and represents the TGAs on all matters for property closings; the below items are typically unique for closing offices and should be noted.

Should the below items not be completed on a given closing and Program Administrator staff be required to follow up with closing offices for location of missing funds, for clearing up compliance issues, and for any third party collections (such as builders who retain earnest monies or real estate brokerages that retain earnest monies or commissions), a \$350 fee will be charged to the closing office.

As Program Administrator, Trio is a remote signor and is approved for remote signing by its program lenders. All required closing documents are to be emailed to the Program Administrator at Trio ([closings@thinktrio.com](mailto:closings@thinktrio.com)) for signing with notary and witness.

- Trio uses in-house notaries for all signings. Please advise as soon as possible if this needs approval by your firm.
- Document sets should include a **FedEx** overnight return label for printing as well as wire instructions for buyer funds. Once signed by the Program Administrator, the closing documents will be scanned and emailed back to the Closing Office for review.
- Upon approval, the closing documents will be sent via FedEx overnight delivery back to the Closing Office.

Note that adequate time must be provided for overnight return to meet closing deadlines.

\*Except in cases where same-day funding based on scans has been approved by all parties in advance, closing documents should be received by Trio no later than 2pm PST the day prior to funding.

The Closing Disclosure must be balanced with the lender & provided to Trio the day before funding.

Typical closings include EMD provided by a Trio customer directly to the closing office prior to assignment of the purchase agreement by the TGA ("Pre-Trio EMD").

- Pre-Trio EMD should be transferred per the assignment addendum and applied to the loan accordingly. If Pre-Trio EMD cannot be transferred, Trio as Program Administrators will fund EMD in the same amount. Upon receipt of EMD from Trio, the Pre-Trio EMD is to be refunded directly to Trio as instructed on the purchase agreement assignment addendum; Trio provides a credit for customer deposits prior to the related refund. When sending the funds back to Trio the Closing Officer is required to email confirmation identifying the related property address and the amount of funds having been sent to the specified TGA trust account as provided by Trio.

**Mailed to: 10900 NE 4<sup>th</sup> Street, Suite 2300, Bellevue, WA 98004.**

On all Trio transactions there are standard fees accounted for on the Closing Disclosures that are pre-approved by Trio's lenders and are required to be paid from escrow at closing. Invoices of these fees will be provided to the Closing Office by the Program Administrator.

These invoices include but are not limited to the following:

1. Trio Transaction Fee (\$350 flat and/or % from broker)
2. Administrative Program Review Fee (OwnOption)
3. Lease Signing Notary Fee (ENS)
4. Program Inspection Review Fee (if applicable)
5. Mortgage Payment Protection Insurance Fee (Applied Assurance)

Any over funded amounts remaining in escrow shall be refunded to Trio via wire transfer or check and include the property street address for reference.

Should you have any questions please direct to [closings@thinktrio.com](mailto:closings@thinktrio.com).

*Team Trio*