



Email Instructions

222 N. Industrial Drive
Bradley, IL 60915
Phone: 815-939-3316
Order/Policy Fax: 815-939-2869
Closing Fax: 815-932-5247

Listed below are the email and fax instructions for lender figures and loan documents for all Kankakee, Iroquois and Will County property closing customers:

1. Five to Fourteen business days prior to the scheduled closing, dependent on lender/seller requirements, we should be faxed or emailed closing figures in order to prepare the Closing Disclosure/Closing statement or HUD per party(ies) requirements and to meet RESPA guidelines. Final Figures should be faxed or emailed to us 24 hours prior to the scheduled closing time (CST). **Closing Department Fax: 815-932-5247 or use email address: titledoc@homestartitle.com.**
2. Documents for morning (a.m.) closings should be emailed to us no later than 4:30 p.m. CST the day before the closing. Please email the loan package to: titledoc@homestartitle.com.
3. Documents for afternoon (p.m.) closings should be emailed to us no later than 2-3 hours prior to the scheduled closing time (CST).
4. An Electronic Delivery Fee of \$25.00 per document package will be charged for this service to the buyer.
5. If any of the above time-frames are not met by the lender/broker, it could result in the closing being postponed and rescheduled.
6. If the lender/broker cannot meet the required time-frames and the documents are printed yet the closing is postponed and rescheduled, requiring reprinting of new loan document/package, we reserve the right to charge a **\$50.00 redraw/cancellation fee , per package**, to the buyer.