



Updates to our Closing Process Effective Wednesday October 19th 2016

With our Client in mind we are ever improving our Processes-

The changes outlined below will help create a predictable timeline and process for our closing procedures, including the delivery of your Closing docs to the title company a day before closing!

- The CD specialist will contact you to verify an accurate closing date and time. Please provide correct closing dates and times to ensure closing/signing is scheduled accurately within our closing department.
- If your borrower does not consent on the day the initial CD is issued, and this changes your scheduled closing date and time, please email our Closing Coordinator at closingcoordinator@mimutual.com
- All closing/signing dates must be scheduled a minimum of 48 hrs. from receiving CTC.
- Closing Docs will be sent to the title company a day prior to the scheduled closing/signing date.
- We will send an e-mail communication notifying you of the assigned closer and the date and time that closing docs will be sent to the Title Company
- If you need to reschedule a closing at any time please email our closing coordinator closingcoordinator@mimutual.com for rescheduling ONLY



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