

GT Title & Breglio Law Closing Policies & Fees

As we close a number of real estate investor deals, please review the below policies. We will adhere to them and they will make your transaction much smoother if you do as well.

1. Please send all title requests and other emails to title@bregliolaw.com and cc: whitney@gttitle.net.
2. Please write the FULL Property Address in the subject line on all emails and documents and send all documents via email and in PDF format.
3. Also, please include the printed name, phone number and email address of ALL parties on your contracts and assignments, or in the original email. This really helps speed things up!
4. **Please make sure all important items are provided in writing and signed** for your protection!
5. Any real estate commissions MUST be provided on your broker's commission sheet.
6. We kindly ask to have ALL required documents the DAY BEFORE a closing. THANKS!
7. Due to high cancelation rates on investor deals, there may be a cancelation fee if there are issues with the number of canceled files.

OTHER IMPORTANT INFORMATION

1. As we are licensed attorneys, licensed escrow officers and experienced investor coaches, we MUST make it clear that those are SEPARATE service offerings. There are serious liability issues if we don't! Title work is provided through GT Title; legal work or real estate coaching is provided through Breglio Law Office.

2. To help you understand, as escrow officers we can ONLY process documents exactly as they are provided to us by the client. This is **state law** regarding escrow officers and for liability insurance coverage. As title, we review all documents prior to processing for errors and potential problems. This is WHY clients choose us! Because of our experience, we find problems that other escrow officers don't and we can help protect you and your deal. However, we CANNOT fix those problems as escrow officers. If you require help or coaching on the transaction, filling in forms or need other documentation, that must be provided by us as lawyers and invoiced separately through the law firm. We will do what we can as escrow officers, but please be advised that we cannot step in and act as lawyers or real estate coaches while wearing our escrow officer hats! Whitney and GT Title have the final say in all title matters.

3. Note and Deeds. If you need a note and deed, we ALWAYS recommend having those documents prepared by an attorney. GT Title can prepare a very simple (and insufficient) note and deed at no cost. These are the documents created by their title program (like other title co's). However, they can ONLY input the information off your seller financing or other documents. They cannot provide legal consultation on how to create or improve those documents. In those cases, Whitney will create the documents, not us. But, PLEASE consult an attorney before creating any legal document.

4. If you ask, or we can tell from your forms or deal structure that you might need help or legally prepared documents, we will offer additional services and help coach you through the process. We will discuss fees prior to providing any form or service and it will be invoiced separately.