



Hard Money Info for Faster Transactions

The Norris Group is always searching for news ways to make the loan process faster and easier. By following the procedures described below when you're obtaining a new loan, you can help us close your transactions quickly.

Loans@thenorrisgroup.com

This is the email you'll want to send all of the following for **every loan** as soon as you have it:

- Preliminary Title Reports
- Escrow Instructions with exact vesting
- Evidence of **Vacant and Non Occupied** Fire Insurance
- Corporate Resolution and Articles (if applicable)
 - » Corporation
 - Operating Agreement or Bylaws, Resolution if authorization for signing is not stated elsewhere, & Articles
 - » LLC: Articles & Operating Agreement
 - » Trusts: Trust Agreements
- Credit Report if you are a new borrower
- Tax ID# for new clients or for new entities
- Approximate closing date

6 Ways to Slow Down Transaction

1. Not sending us escrow instructions and the prelim in timely manner
2. Not communicating changes
3. Wrong entity so docs have to be re-typed
4. Wrong insurance policy
5. Not signing paperwork quickly & correctly
6. Escrow not sending request for pay off at least 5 days before your sale closing

Repair Release Requests

This is the procedure for repair release requests if funds are held in your loan for repairs:

1. If not the final release:
 - » Email **loans@thenorrisgroup.com** with pictures of the repairs completed
 - » In email include:
 - "Repair Release Request" as the subject in email
 - Your name & loan number
 - Property address
 - Don't forget to attach pictures
2. For **final release and inspection**
 - » Work must be 100% complete
 - » Email **loans@thenorrisgroup.com** and include in email:
 - "Final Repair Release Request" as the subject in email
 - Your name & loan number
 - Property address
 - Best contact # for inspector to reach you or combo
 - Verify address check is to be mailed to or wire instructions (\$50 fee applies to wires)

It will be your responsibility to coordinate with the inspector. Once we receive written documentation from the inspector, we will send check.

For additional loans, simply go online and fill out an application 24 hours a day, 7 days a week. Once we're in the office, we'll start immediately.