

**Date:** [Insert Date]

**File Number:** [Insert File Number]

**Property Address:** [Insert Property Address]

# Remote Closing Instructions

Dear [Client Name],

To complete your real estate transaction via our digital escrow platform, please follow the instructions below to ensure a secure and timely closing.

## 1. Identity Verification

You will receive an email from [Insert Digital Platform Name] to verify your identity. Please have a valid government-issued photo ID (Driver's License or Passport) ready to upload via your smartphone or webcam.

## 2. Document Review and Electronic Signing

All non-notarized documents will be sent to your secure portal for electronic signature (eSign). Please review these documents carefully before applying your digital signature.

## 3. Remote Online Notarization (RON)

For documents requiring a notary:

- Schedule your video session using the link provided in our previous email.
- Ensure you have a stable internet connection, a working camera, and a microphone.
- The session will be recorded as required by law.

## 4. Funding Instructions

**Warning:** Always confirm wiring instructions by calling our office at [Insert Phone Number] before initiating any transfer. Do not trust wiring instructions sent via unencrypted email.

Please initiate your wire transfer for the amount of \$[Insert Amount] no later than [Insert Deadline Time/Date].

## 5. Final Confirmation

Once all documents are signed and funds are cleared, we will record the deed and notify all parties that the transaction is officially closed. Your final closing package will be available for download in your secure portal.

If you have any questions regarding this process, please contact your Escrow Officer at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Company Name]

[Title]

[Contact Information]