

1. **How do I turn on utilities for a home inspection?**

Utility activation must be requested from the FSM prior to activating utilities.

BLM is the Field Service Manager for Michigan and Ohio. [Click here for their Utility Activation Form](#) and instructions.

2. **How do I schedule my closing?**

Please upload your complete closing package as one attachment into the Yardi Portal. Your closing will be assigned to a specialist for review. You will be contacted directly with any corrections or issues with the closing date.

3. **What is the link to access Yardi's P260 Portal and upload my closing package?**

https://www.hudp260.com/Pages/Resources/hudtraining_mm3_portal.aspx

4. **What is the number to Yardi's P260 helpdesk?**

805-699-2053

5. **Where do I upload the preliminary HUD-1 Package in the Portal?**

On the Functions menu, click **Add Attachments**. In the category field, select **Settlement** and subcategory select **Prelim HUD-1**. Please **do not use** any other category or subcategory. Use of the wrong category may delay your approval.

6. **What documents are to be included in the Prelim HUD-1 Package?**

HUD-1 Settlement Statement (lender approved), tax bills, signed closing instructions, outstanding invoices, and warranty deed with return address instructions.

7. **When should the Prelim HUD-1 Package be uploaded for closing?**

Your package should be uploaded no later than five (5) days prior to closing. It is not necessary to request a closing date or schedule your closing with Sage Acquisitions.

8. **When and where should I send outstanding invoices to be paid by the seller?**

Invoices should be submitted no later than 10 days prior to the closing to your assigned compliance specialist. All bills must be sent in advance of closing. Please refer to your executed contract email for your compliance specialist.

9. **Will all closing requests be accommodated?**

If the package is uploaded timely and there are no outstanding bills/demands/issues preventing closing, the assigned specialist will work to accommodate your requested closing.

10. **Where do I submit any HUD-1 revisions?**

Please email them to the HUD reviewer assigned to your file. Revisions should be sent after your initial package is reviewed. Please do not upload multiple packages to the portal.

11. **How do I know if the Prelim HUD-1 has been received?**

An email notification will be sent to the primary email address on file that is associated with your Title ID.

12. **What should I do with the Final Post Closing Package?**

Within 24 hours of closing, update the Actual Close Date in P260 and then upload the Post Closing Package to the portal under the **Settlement** category and then **Final HUD-1** subcategory. Do not use any other category.

13. Who do I contact for general closing related questions?

Sage Acquisitions' Customer Service Department can assist you with most general closing related questions. In the event they cannot, they will escalate to a closing team member that can assist you.

14. What is Sage Acquisitions' Customer Service telephone number?

Atlanta – 877.369.9018 Philadelphia – 888.909.5007

Closing Contacts Philadelphia



Forms and Deed templates are available at sageacq.com/Philadelphia-hoc-region/

Please ensure that the HUD Case Number is added to all documents

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|----------------------|--|
| Submit Amendments | Philadelphia.Amendment@SageAcq.com |
| Submit Extensions | Philadelphia.Extension@SageAcq.com |
| Submit Cancellations | Philadelphia.Cancellation@SageAcq.com |

Upload Prelim Packages (Settlement, Deed & Tax Cert) ready for review and approval by Sage Acquisitions to **P260** under “**Prelim HUD-1**”.

Upload Post-Closing Packages to **P260** under “**Closing Package**” or “**Final HUD-1**”.

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| Reactivate access to P260 | Philadelphia.CustomerService@SageAcq.com |
| Property Invoices to be paid (Submit 10 days prior to closing) | Closing.Invoice@SageAcq.com |
| LBP or Termite (WDO) Questions | Philadelphia.LBPWDO@SageAcq.com |
| Vandalism / Change in Condition | Philadelphia.Vandalism@SageAcq.com |
| Title Questions / Commitments | Compliance@SageAcq.com |

Home Inspection or Utility Activations will be coordinated with the FSM and may require a deposit for the activation of the utilities and re-winterization process. Go to the Agent Info tab on the HUD Homestore for FSM contact information for each individual property.

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| Field Service Manager/Utility Activation | http://blmco.com/utility-activation-tool/ |
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U.S. Department of Housing and Urban Development

Homeownership Center
The Wanamaker Building
100 Penn Square East
Philadelphia, Pennsylvania 19107-3389

Sage Acquisitions
Ms. Machele Redmond
1515 Market Street, Suite 1800
Philadelphia, PA 19107

May 28, 2020

RE: Contract Number: DU204SA-16-D-02

Dear Ms. Machele Redmond:

SUBJECT: Delegation of Authority for Contract Area 1P

In accordance with the Re-delegation of Authority dated June 20, 2012 and executed by the Assistant Secretary for Housing Federal Housing Commissioner, the authority to execute all documents necessary in connection with the management and sale of residential real property acquired by HUD under its insured mortgage programs, including the authority to execute, acknowledge, seal, and deliver any agreement of sale, special warranty deeds, form HUD-1 Settlement Statements, and any other instrument that may be necessary in connection with property management and sales on behalf of the Department, is hereby delegated to:

| | |
|------------------|-------------------------|
| Machele Redmond | Principal |
| Kathleen Knese | Project Manager |
| Kim Shannon | Director of Operations |
| Allyson Lauriti | Compliance Manager |
| Shannon Judd | Training Manager |
| LaShaunda Wright | Senior Contract Manager |
| Kimiko Yamamoto | Principal |
| Marcia Toms | Senior Project Manager |
| Lekisha Lewis | Closing Specialist |
| Ameer Drake | Compliance Specialist |
| Maria Spina | Contract Manager |
| Robert Curran | Quality Control Manager |
| Shannah Fils | Closing Specialist |

Effective with the date of this letter, the delegated authority granted in this document shall commence and be in full force and effect. Such delegated authority shall remain in full force and effect until

November 30, 2020 unless otherwise terminated in writing by the execution and delivery of an instrument revoking the authority hereby granted.

Sincerely,

Anthony Triolo

Anthony Triolo
Acting Director
Philadelphia Homeownership Center

Cc:

3AHHR1 Chron

3AHHR1 David Marshall

3AHHR Curry

3AHH Triolo

3AHHR1
Marshall

3AHHR
Curry

3AHH
Triolo