

BUYERS ACKNOWLEDGEMENT FORM INSTRUCTIONS:

Coverage under the “wires in defense only sub-limit” is contingent upon the insured receiving the executed “Buyer Acknowledgement to a Real Estate Closing Transaction Form” (form) and performing a call back to make sure the buyer was indeed the party who returned the form and that they understood its purpose. This call back needs to be documented. The form should be sent to the buyer with the insureds engagement or welcome letter, or by other means if the insured does not perform this practice, once the insured has received the order for title and/or closing work. The insured should follow up one or two weeks after sending the form to the buyer. Once the form is received by the insured from the buyer the insured is required to make a follow up call to the buyer to confirm 1) the form was executed by the buyer 2) the wire instructions on the signed form have not been altered 3) the buyer understands the seriousness of wire fraud. This follow up call (“call back”) needs to be documented at the bottom of the form.

In summary:

1. The Buyer Acknowledgement to a Real Estate Closing Transaction form included is sent to the buyer.
2. If the form is not returned within two weeks after sending the form to the buyer, the insured should follow up with the buyer by calling the buyer using a phone number procured through a verbal conversation with the buyer’s real estate agent or from the real estate contract itself. The objective is to make sure the buyer reads, understands, signs and returns the form to the title/settlement agent insured. This is an optional step and may only be necessary if the form is not returned timely. This step should be performed if the form has not been returned prior to one week in advance of the closing date.
3. The Buyer Acknowledgement to a Real Estate Closing Transaction form may be sent back to the insured via regular mail, fax or email.
4. Once the signed form has been returned to the insured, the insured makes a phone call (call back) to the buyer, using a trusted phone number procured as described previously. The objective is to make sure the buyer confirms they did in fact read the form, understand the form and did indeed send the form back to the insured. The insured should also confirm the original wire instructions match the instructions on the signed form. This “call back” needs to be documented at the bottom of the form.

BUYER ACKNOWLEDGEMENT TO A REAL ESTATE CLOSING TRANSACTION

BUYERS NAME: _____

ADDRESS OF PROPERTY TO BE PURCHASE: _____

I (WE) HEREBY ACKNOWLEDGE THE FOLLOWING INFORMATION:

- 1. We understand the title agent's wire instructions will never change.**
- 2. We understand a cyber-criminal may try to steal our monies through trickery**
- 3. We understand we are responsible for monies sent to the title/closing/settlement/escrow agent**
- 4. We understand we cannot trust emails or other forms of communication involving the movement of monies.**
- 5. We understand we should pick up the phone and call the title agent, at a trusted phone number, if we are unsure or have questions**

TITLE AGENT'S WIRE INSTRUCTIONS:

I (WE) UNDERSTAND THE INFORMATION ON THIS DOCUMENT AND WILL BE RESPONSIBLE FOR THE MONIES SENT AND DELIVERED TO THE TITLE AGENT.

BUYERS SIGNATURE _____

BUYERS PRINTED NAME _____ DATE _____

OFFICE USE ONLY: BELOW SHOULD BE COMPLETED BY CLOSING/TITLE AGENT AFTER RECEIPT OF SIGNED FORM

CALL BACK CONFIRMED:

I _____ HAVE CALLED AND SPOKEN TO THE BUYER(S), AT THE FOLLOWING PHONE NUMBER _____, AT THIS DATE AND TIME; _____ AND THE PHONE NUMBER WAS TAKEN FROM THE FOLLOWING SOURCE, _____ . I HAVE CONFIRMED THE BUYERS UNDERSTAND THEY ARE RESPONSIBLE FOR THE FUNDS THEY SEND TO A TITLE AGENT UNTIL THE FUNDS ARE RECEIVED BY THE TITLE AGENT.