

Closing Agent Information

Company Name	
Street Address	
City, State and Zip Code	
Mailing Address (if different)	
Office Phone Number	
Office Fax Number	
Owner/Member Contact Name	
Main Contact Name	
Main Contact Email Address	
Recorded Documents Contact Name	
Recorded Documents Email Address	
Title Policy Contact Name	
Title Policy Contact Email Address	
Post Closing Contact Name	
Post Closing Contact Email Address	
Please list the counties you are willing to cover	

Main Contact: This contact receives general correspondence and closing packages from KHC.

Recorded Documents Contact: This contact receives notices from KHC for outstanding documents needed.

Title Policy Contact: This contact receives notices from KHC for outstanding policies and/or corrections needed.

Post Closing Contact: This contact receives notices from KHC for any items missing in a closed loan package or any documents that were not signed at time of closing.