



# PREMIER SETTLEMENTS & TITLE

## January 2018

### The Choice is Yours

You have a choice when selecting a title company to handle the closing of your home. Our knowledgeable, friendly title specialists provide a professional closing experience and deliver an unparalleled level of service.



Contact us for a free comparative rate quote and an estimate of closing cost.

### Tips to Identify Valid and Suspicious Email

While companies may have spam filters and antivirus software, spam and phishing emails can still slip through employee inboxes. Email recipients are the most critical element in preventing an attack. Here are some tips on how to identify the authenticity of a questionable email.

#### 1. Incorrect Grammar/Spelling/Text Body

Many phishing emails contain misspellings. Some of these messages have been poorly translated from other languages. Additionally, you will want to pay attention if the time or date appears in the message body of an email. If the email contains the date format of DD/MM/YY, 24-hour time or coordinated universal time (UTC), it is likely that the email's point of origin generated outside of the United States.

#### 2. Mail Format/Absence of Logos//Plain Text Email

One tactic that is commonly used by hackers is to alert you that you must provide and/or update your personal information about an account (e.g. Social Security number, bank account details, account password). Phishers will use this tactic to drive urgency for someone to click on a malicious URL or download an

attachment aiming to infect the user's computer or steal their information.

#### 3. Suspicious Attachments

High-risk attachments file types include: .exe, .scr, .zip, .com and .bat. Spam filters will generally do a good job of quarantining those formats. Most companies commonly send and receive .zip, .doc, .docx, .xls, .xlsx, .ppt, .pptx and .pdf. However, a malicious sender can implant devious code in those formats as well. Once the attachment is opened the computer is already compromised. Take caution if you have sent an email that has an attachment and the sender is questionable. You will want to verify the legitimacy of the email first. Next, you will want to examine the context of why the attachment is being sent.

#### 4. Links in the Email

A common practice is to avoid blindly clicking on links in an email. Outlook allows you to hover over a link before clicking on it. If the link in the body of the email is different than what Outlook hovered preview reports, it is not legitimate. Even if it seems legitimate, open a new browser window and type the URL directly into the address bar. If you've clicked on a link, a phishing website will look identical to the original. However, your system may already be compromised. If your work email is connected to your phone, you will want to take extra precaution.

#### 5. Use Work Email for Work Purposes Only

Employees should avoid using their work email address for personal signups. These include social media websites or customer loyalty/reward programs.



## Five Great Reasons to Purchase a Survey

1. **Undisclosed Rights and Easements** – You may own your new home and its surrounding land, but someone else might have a right to use a portion of your property. A survey will show physical evidence of the rights of others to use your property for access, parking, utilities, and other situations.
2. **Undiscovered Encroachments** – A survey may be the only way to tell if a third party holds a claim to part of your property because their improvements such as a garage, fence, or swimming pool, are on hand.
3. **House Built on Incorrect Lot** – It may seem impossible, but sometimes a house is built on the wrong lot. A survey provides peace of mind by showing the exact location of the house you are buying.
4. **Size of Property** – A survey shows the exact dimensions of the property's boundary lines and how much land is included within those lines.
5. **Adding on in the Future** – Many residential platted lots have building restrictions known as a setback, which prohibits building anything within a certain distance from the boundary lines. If you are thinking of adding on in the future, a survey will help you determine if the property is right for both your current and future plans.

## Checklist for Closing Day

Whether you are purchasing a home or selling a house, knowing what to expect and being prepared at the "Closing" can help eliminate stress and result in a pleasant experience. We understand how important this transaction is to you, and we are committed to consistently providing a level of service that prepares you for this final step in your real estate transaction.

Although the settlement process can vary from state to state, here are some common items that may be required from you at closing and can help your closing go as smoothly and quickly as possible.

## 1. Valid Photo Identification

Two forms of identification are typically required at closing, including one of the following

- Valid U.S. Driver's license or non-driver ID
- Military ID
- Valid Canadian or Mexican Driver's license issued by the Official Agency
- Current United States or Foreign Passport – Foreign Passport must have been stamped by U.S. Immigration and Naturalized Service.



## 2. Wire Transfer

In the event you are required to bring funds to closing, please contact us for bank routing instructions to wire the funds. If you will be bringing a proceeds check from another settlement, please contact us to verify the acceptance of those funds. We do not automatically accept all checks.

*Note: if you receive an e-mail or any other communication that appears to be generated from our company that contains new, revised or altered bank wire instructions, consider it suspect and call our office at a number you trust. Our bank wire instructions do not change.*

## 3. Hazard Insurance Policy and Paid Receipt

A hazard policy, also known as homeowner's insurance, with the lender designated as the insured holder of the mortgage, is required on most loans. Evidence of hazard insurance, including a paid receipt, must be provided prior to closing.

## 4. All persons who hold title to the property or who will be purchasing the property must attend closing to sign documents.

State-specific laws may require the spouse of the parties in title, even though their name does not appear on the deed, to sign certain documents when obtaining a mortgage. If anyone is unable to attend closing contact us to arrange for other options.

