

## SAMPLE CLOSING INSTRUCTIONS

Property: 111 Manhattan Avenue, New York, New York 10000

Seller: John and Eleanor Seller

Buyer: Happy Buyer

Dear Mr. Buyer,

Congratulations on being the successful bidder for the property shown above. In accordance with the Bidding Rules, 6% was added to the final bidding price representing 3% Seller's premium and 3% Buyer's premium. Attached please find the contract of sale and rider, if any, that were available for your review from the first day of the property listing with Bidonthecity.com.

The attached documents in PDF format. Your signature is required on the last page of the contract and the rider, if any. You might find the following instructions helpful:

- 1) You do NOT need to print out these documents;
- 2) Sign digitally at the signature line of the contract of sale and rider, if any, by typing in your full name and date;
- 3) Save the documents on the hard drive of your computer;
- 4) E-mail your saved contract of sale and rider, if any, to Bidonthecity.com at [Buyer@bidonthecity.com](mailto:Buyer@bidonthecity.com);
- 5) Mail the down payment check payable to "Seller's Attorney Name, in Escrow";
- 6) For your convenience, we also attached a cover letter on your behalf addressed to Seller's attorney. You may want to use the attached cover letter when you mail/deliver/fax the signed contract of sale to the Seller's attorney;
- 7) If you prefer, you can also wire the down payment to Seller's attorney as follows:

Beneficiary:	Seller's Attorney's name
Beneficiary's Address:	Seller's Attorney's address
Beneficiary's Account:	Seller's Attorney's escrow account
Bank's Name:	Seller's Attorney's bank name

Bank's Address: Seller's Attorney's bank address  
Bank's ABA/Routing: Seller's Attorney's bank's ABA or routing number  
Wire Amount: [\$ ]  
Note: Down payment for the purchase of 111 Manhattan Avenue, New York, New York 10000

Please remember that you only have 48 hours from the time when the bidding event ended to complete the steps outlined in this letter. In accordance with the Buyer Agreement that you executed, we reserved \$5,000 to your credit card of record. Bidonthecity.com will not charge your credit card unless you refuse to sign the contract of sale and pay the required down payment.

Thank you for choosing Bidonthecity.com. Please feel free to contact us if you have any additional questions. Please note that neither Bidonthecity.com nor any of its staff cannot and are not allowed to provide any legal advice.

Sincerely Yours,

Closing Team Specialists  
Bidonthecity.com  
buyer@bidonthecity.com

Attachments:

- (1) Cover Letter (1 page);
- (2) Contract of Sale (5 pages);
- (3) Rider (1 page)

**BUYER MAIL/FAX/E-MAIL COVER LETTER**

To: Seller's Attorney Name  
Seller's Attorney Address  
Seller's Attorney Phone and Fax

Property: 111 Manhattan Avenue, New York, New York 10000

Seller: John and Eleanor Seller

Buyer: Happy Buyer

Dear Seller's Attorney's Name,

[ ] Attached please find the down payment check for [\$ ]; **OR**

[ ] Attached please find the confirmation of the wire for [\$ ].

Truly Yours,

Happy Buyer