



THE SHAHEEN FIRM, P.C.

Attorneys & Counselors At Law

1997 S. Main Street, Suite 702, Blacksburg, VA 24060

Phone: 540.552.3390 Fax: 540.552.3391

INTRODUCTION

Congratulations, and **thank you** for asking **The Shaheen Firm, P.C.** to handle your real estate closing. For your convenience, here is our current directory:

Name	Title	Email	Ext.
Arthur Shaheen	Senior Attorney	Arthur@theshaaheenfir.com	6
Mia Bertelli	Senior Closing Officer	Mia@theshaaheenfir.com	4
Matt Biederman	Closing Officer	Matt@theshaaheenfir.com	2
Philip Shaheen	Closing officer	Lawclerk@theshaaheenfir.com	7
Kim Sherman	Post-Closing Manager	Kim@theshaaheenfir.com	0
Sarah Moore	Intake Closing Officer	Sarah@theshaaheenfir.com	5
Hannah Samsel	Paralegal	Hannah@theshaaheenfir.com	0
Sameria Pierce	Paralegal/Front Desk	Sameria@theshaaheenfir.com	0

Typically, in the beginning, you will want to reach out to **Sarah** (intake closing officer). As time goes on, you will be working mostly with the closing officers (Mia, Matt, and Phil). On occasion, during busy times, you may have to contact more than one of us for assistance or **contact me** if you feel that we are not getting back to you fast enough. Certainly, if you have legal or title insurance questions, feel free to contact any closing officer.

I am attaching additional informational items for you to review and/or fill out and return to us (by email, fax, or by hand). If you have any questions about them, let us know. We are here to provide you a pleasant closing experience. Please remember, this is a "process" and oftentimes things do not follow a straight line. Be assured that by closing time, it will all come together.

Please note that when it is time for you to provide funding for your closing, **use the attached wire instructions and no other**. Unfortunately, due to the proliferation of scams and fraud, we **cannot** accept any other type of funding, even bank/certified checks. **BEWARE SCAMS!**

Our goal is to make your experience a positive one by communicating with you, your agent, and your lender in a timely manner. I recommend you like our Facebook Page (**The Shaheen Firm, P.C.**). It is a good way to hear general announcements and learn more about us. Thank you. We look forward to working with you!

Sincerely yours,

Arthur V. Shaheen
President

Basic Information

Purchaser One Full Name	cesar augusto caicedo pinzon
Purchaser One Email and Phone Number	ccaicedo85@gmail.com. +15405777410
Purchaser Two Full Name	Alcoba mortgage
Purchaser Two Email and Phone Number	
Relationship Between Purchasers	
Manner of Taking Title (Tenants in Common, Joint Tenants with the Right of Survivorship, etc.)	
Your Realtor	Johana hicks
Your Lender's Name and Contact Information	Alcoba mortgage
Loan Amount	178000
Will you be attending closing? (If not, please state why)	Yes
Preferred Closing Date	12/102020
Your Homeowner's (Hazard) Insurance Agent and Contact Information	
Will this be your primary residence?	Yes
Will you be obtaining a new survey of the property?	

If you have a question about any of these, please state so in the space provided. Please return to The Shaheen Firm, P.C. by mail, hand-delivery, or email. Thank you.

**AFFILIATED BUSINESS ARRANGEMENT
DISCLOSURE STATEMENT**

THE SHAHEEN FIRM, P.C.

6059 oakview Ave Dublin, VA,
24084

(property address)

11/08/2020

(date)

In connection with the purchase or refinance of this property, you may need title insurance services. We recommend Patriot Title Agency (www.PatriotTitleAgency.com) for title insurance services, which agency provides efficient and professional services at competitive rates either through First American Title or Fidelity Title Insurance, two of the largest title insurance underwriters in the United States. Please be advised that Arthur V. Shaheen, a principal of The Shaheen Firm, P.C., has a business relationship with Patriot Title Agency. Specifically, Arthur V. Shaheen owns a 100% interest in Patriot Title Company (that is, it is a subsidiary). Because of this relationship, this referral may provide Arthur V. Shaheen a financial or other benefit. Please visit the Patriot Title Company website for rates and coverage and other useful information.

Set forth below is the estimated charge or range of charges by Patriot Title Agency for services listed (title premiums shown are based upon the published rates of underwriters). You are NOT required to use Patriot Title Agency as a condition for title insurance or closing services. **THERE ARE FREQUENTLY OTHER SETTLEMENT SERVICE PROVIDERS AVAILABLE WITH SIMILAR SERVICES. YOU ARE FREE TO SHOP AROUND TO DETERMINE THAT YOU ARE RECEIVING THE BEST SERVICES AND THE BEST RATE FOR THESE SERVICES.**

Patriot Title Agency

Charge or Range of Charges

Estimated owner's title insurance premiums are provided below for "enhanced" coverage and also "standard" owners' coverage. Rates are based upon **per \$1,000.00** in sales price.

Sales Price	Enhanced Policy	Standard Policy
First \$250,000	\$4.68	\$3.90
\$250,001 - \$500,000	\$4.44	\$3.70
\$500,001 - \$1,000,000	\$4.08	\$3.40
\$1,000,001 - \$5,000,000	\$2.70	\$2.25

Simultaneous Policy Issue Rate

When an owners' policy and a lender's policy are purchased at the same time, the total premium will generally be the owner's title premium rate plus \$150 (unless the loan amount should exceed the purchase price).

Reissue Rate Discount

A discounted – or "reissue" – rate is generally given for lenders' only title insurance when a lender's title policy was purchased for the subject property in a previous transaction.

Veteran's Discount

If you are a member or veteran of the US Armed Forces, there are discounts available to you from our Title Agency.

ACKNOWLEDGEMENT

I/we have read this disclosure form, and understand that The Shaheen Firm, P.C. is referring me/us to purchase the above described settlement services and Arthur V. Shaheen may receive a financial or other benefit as a result of this referral.

Date: 11/08/2020

Signature: 

Date: _____

Signature: _____

Escrow Wire Fraud

BEWARE!!

What it looks like: You get an email, phone call or text from someone purporting to be from the title or law firm with instructions on where to wire your escrow funds. Fraudsters set up fake websites that appear similar to the law firm or Lender you are working with, making it seem like the real deal. Scammers use spoofing tactics to make phone numbers, websites and email addresses appear familiar, but one number or letter is off—an easy thing to miss at first glance, Opperman says.

So, you follow the wire instructions and assume all is well when, in fact, you have just become the latest victim of escrow fraud. The scammers? They have with-drawn the funds from an offshore account somewhere and are sailing into the sunset with your hard-earned money. Meanwhile, there is not much you can do to get it back.

How to protect yourself: Before you send money to a third party, go back to the original documents you received from your lender or attorney and call the phone numbers listed there to verify the wiring instructions you received. Never click on email or text links, or send money online, without verifying wire instructions with a live person on the phone from a number that you have called and verified.

Be wary of any email or text requesting a change to wiring instructions you already have. Always confirm the escrow account number before wiring money and call your settlement agent/attorney to verify the transfer of the funds immediately after you are done.



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NBB
RE III

Blacksburg/SW Va. Offices Wiring Instructions**
Real Estate Trust Account

New – National Bank – Effective 1/1/20

Account Name

The Shaheen Firm, P.C.
Real Estate Trust Account III
1997 South Main Street
Blacksburg, Virginia 24060

Account Number:

7895774

Bank:

The National Bank
100 South Main Street
Blacksburg, Virginia 24060

ABA Routing Number:

051403122

Contacts:

~~Reid Arrington: 540-552-3390 (ext. 2)~~

Mia Bertelli 540-552-3390 (ext. 4)

~~Hannah Samsel: 540-552-3390 (ext. 5)~~

Arthur Shaheen: Cell: 540-808-7508

****To prevent instances of fraud and error in the use of wire transactions, please speak directly to the paralegal or lawyer who has been handling your transaction to verify these instructions before you use them.**

1-1-2020



Fidelity National Title
Insurance Company

What does Title Insurance do for you?

Q. What is title insurance?

A. It is the application of the principles of insurance to risks which are present in all real estate transactions.

Q. What are some of those risks?

A. They are divided into two main categories – hidden hazards which cannot be detected in the examination of the title and human errors which will always be with us.

Q. What are some examples of hidden hazards?

A. Forgery, incompetency of grantor or mortgagor, unknown heirs, fraud, impersonation, etc.

Q. How is title insurance different from the other types of insurance?

A. It protects against future losses arising out of events that have happened in the past.

Q. How do you figure the annual premium?

A. There are no annual premiums one premium, based on the amount of the sale or mortgage, is paid when the policy is issued and is good for the life of the policy.

Q. What do you mean by the life of the policy?

A. A mortgagee policy stays in effect until the loan is paid off. An owner's policy is good forever. Even if you sell your property, it continues to protect you and your heirs on your warranties.

Q. If I have an attorney examine the title, can't he or she assure me that my title is good?

A. Every attorney knows that there are hazards in real estate titles which cannot possibly be discovered through even the most diligent search of the public records. For instance, the attorney cannot be sure that the marital rights of all previous owners have been properly relinquished; that all mortgages, judgements, etc., affecting the property have been properly indexed in the record room; that all signatures on all recorded documents are genuine; that there is no unknown heir of a former owner who can appear to assert a claim. These are but a few of the matters that crop up to defeat real estate titles. Among others are such things as fraud, duress, infancy, insanity, false personations, etc.

Q. How does title insurance help protect my home investment?

A. It places the assets of a corporation behind the title to your home. If attacked, the title will be defended without cost to you and if the title, or any part of it, should be other than as insured, you will be reimbursed, up to the face amount of your policy, for any financial loss incurred.

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PRIVACY POLICY
Retain for Your Records

We Are Committed to Safeguarding Customer Information

In order to better serve your needs now and in the future, we may ask you to provide us with certain information. We understand that you may be concerned about what we will do with such information – particularly any personal or financial information. We agree that you have a right to know how we will utilize the personal information you provide to us. Therefore, we have adopted this Privacy Policy to govern the use and handling of your personal information.

Applicability

This Privacy Policy governs our use of the information which you provide to us. It does not govern the manner in which we may use information we have obtained from any other source, such as information obtained from a public record or from another person or entity.

Types of Information

Depending upon which of our services you are utilizing, the types of nonpublic personal information that we may collect include:

- Information we receive from you on applications forms and in other communications to us, whether in writing, in person, by telephone or any other means;
- Information about your transaction with us, our affiliated companies, or others; and
- Information we receive from a consumer reporting agency

Use of Information

We request information from you for our own legitimate business purposes and not for the benefit of any nonaffiliated party. Therefore, we will not release your information to nonaffiliated parties except: (1) as necessary for us to provide the product or service you have requested of us; or (2) as permitted by law. We may, however, store such information indefinitely, including the period after which any customer relationship has ceased. Such information may be used for any internal purpose, such as quality control efforts or customer analysis. We may also provide all of the types of nonpublic personal information listed above to one or more of our affiliated companies. Such affiliated companies include financial services providers, such as title insurers, property and casualty insurers, real estate sales companies, relocation companies, mortgage companies, or companies involved in real estate services, such as appraisal companies, home warranty companies, and escrow companies.

Former Customers

Even if you are no longer our customer, our Privacy Policy will continue to apply to you.

Confidentiality and Security

We will use our best efforts to ensure that no unauthorized parties have access to any of your information. We restrict access to nonpublic personal information about you to those individuals and entities who need to know that information to provide products or services to you. We will use our best efforts to train and oversee our employees and agents to ensure that your information will be handled responsibly and in accordance with this Privacy Policy. We currently maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your nonpublic personal information.

Settlement Statements

We will be providing settlement statements form your closing to the REALTORS in the transaction.

ACCEPTABLE FORMS OF I.D.

Bring TWO forms of ID with you to Closing

The named individual must present at least two (2) forms of identifying documents for review; at least one (1) of the identifying documents must be an unexpired government-issued document bearing a photograph of the named individual. Other identifying documents not specifically listed below must, at a minimum, bear the individual's name. examples of other acceptable identifying documents include:

Document – Primary Forms: Must display borrower's name and photograph of named individual

- Unexpired government-issued document
- State issued ID card
- Military ID card
- Passport
- U.S. alien registration card
- Non-U.S./Canadian Driver License
- Current government-issued visa

Document – Secondary Forms: Must display borrower's name

- Social Security Card
- Medicare card
- Student identification card
- Voter registration card
- Recent property tax or utility bill
- Most recent W-2 or signed federal or state tax returns
- Bank/investment/loan statements
- Organizational membership card
- Birth Certificate
- Paycheck stub