B&K- RESPONSIBILITIES

1. B&K WILL SUPERVISE THE ENTIRE CLOSING AS DEFINED IN APAO-2002-1.
2. B&K WILL UTILIZE ITS PANEL OF NON ATTORNEY SIGNING AGENTS AND TITLE SEARCHERS WHICH HAVE BEEN VETTED, EDUCATED AND SUPERVISED BY BRADY & KOSOFSKY, PA AS PART OF ITS VENDOR MANAGEMENT PROGRAM
3. B&K WILL ORDER AND PERFORM ALL TITLE SEARCHES EITHER IN HOUSE OR USING A MEMBER OF THE PANEL BASED ON THE INDEPENDENT LEGAL JUDGMENT OF THE FIRM ATTORNEYS.
4. EACH TITLE SEARCH WILL BE REVIEWED AND CERTIFIED BY ONE OF B&K’S EMPLOYEE ATTORNEYS, AND DELIVERED TO WFG.
5. B&K WILL CLEAR ANY CLOUDS ON TITLE AND EXPLAIN ANY DEFECTS TO BANK, CONSUMER, OR TITLE COMPANY AS DICTATED BY THE RELATIONSHIP THEN EXISTING
6. B&K WILL DRAFT ALL DOCUMENTS NECESSARY FOR CLOSING INCLUDING DEEDS, POWERS OF ATTORNEY, ETC; AND THE B&K ATTORNEYS WILL REACH OUT AND DISCUSS THIS WITH PARTIES WHO REQUEST THE DOCUMENT BE DRAFTED IN A MANNER CONSISTENT WITH RELEVANT NORTH CAROLINA ETHICS RULES AND OPINIONS.
7. B&K’S ATTORNEY WILL ANSWER ALL WFG AND BORROWER QUESTIONS (IF RETAINED BY BORROWER OR PERMITTED BY BANK)
8. B&K’S ATTORNEYS WILL REVIEW CLOSING DOCUMENTS TO ENSURE ALL ARE PROPERLY EXECUTED, THAT THE TITLE COMMITMENT REQUIREMENTS ARE MET, AND THAT CLOSING INSTRUCTIONS ARE FOLLOWED.
9. B&K WILL ORDER A TITLE UPDATE BEFORE EACH RECORDING TO CHECK FOR POSSIBLE DEFECTS AND WILL THEN RECORD NECESSARY DOCUMENTS ON THE PUBLIC REGISTRY.
10. B&K WILL NOTIFY WFG WHEN DOCUMENTS ARE OF RECORD SO THAT FUNDS CAN BE DISBURSED.
11. B&K WILL AUDIT DISBURSEMENT LEDGER AT THE TIME OF PREPARING FINAL OPINION OF TITLE.
12. B&K ATTORNEYS WILL REVIEW AND CERTIFY EACH FINAL TITLE OPINION ACCORDING TO THE SLA PRESCRIBED BY WFG AND .
13. B&K ATTORNEYS WILL EXERCISE THEIR INDEPENDENT LEGAL JUDGMENT WHILE CARRYING OUT ALL OF THESE TASKS AS REQUIRED BY THE NORTH CAROLINA STATE BAR ETHICS RULES AND OPINIONS.

WFG

1. WFG WILL BE PREPARING THE CLOSING DISCLOSURE ON BEHALF OF WFG
2. WFG WILL ASSIST B&K BY MANAGING THE RELATIONSHIP AND SLA WITH THE BANK
3. WFG WILL ASSIST B&K BY HELPING IT COMMUNICATING AND COORDINATING THE MINISISTERIAL TASKS IN A SIMILAR FASHION AS IT DOES IN OTHER JURISDICTIONS TO ENSURE THAT THE BANK HAS THE SAME FEEL IN NC THAT IT DOES ON A NATIONAL BASIS.
4. WFG WILL ASSIST B&K AND THE BANK  BY SCHEDULING SETTLEMENT TIMES AND COORDINATING THE DELIVERY OF THE DOCUMENTS TO B&K.
5. WFG WILL ASSIST B&K BY TRANSMITTING EXECUTING DOCUMENTS TO THE BANK AFTER B&K HAS REVIEWED TO ENSURE THAT CLOSING INSTRUCTIONS HAVE BEEN FOLLOWED AND TITLE REQUIREMENTS ARE MET.
6. WFG WILL ASSIST THE BANK IN CREATING THE CLOSING DISCLOSURE IN THE TITLE PRODUCTION SYSTEM.
7. WFG WILL ASSIST B&K IN DISBURSING FUNDS TO PROPER PARTIES AFTER B&K HAS RECORDED ALL NECESSARY DOCUMENTS AND HAS EXPRESSLY DIRECTED THAT IT IS CLEAR TO DISBURSE.