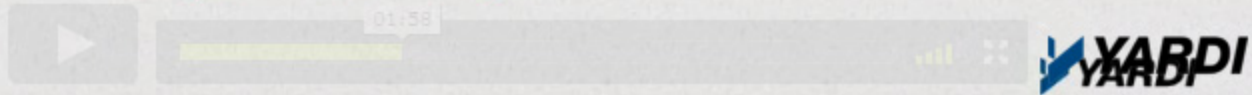


## YARDI Bid Submission Changes

### Title Company/Buyers Select Closing Agent

- The Title Company/Buyers Select Closing Agent and Escrow Officer must be entered during Bid Submission.
- There are 2 options for entry of the Company
  - 1) Choose an existing Company by typing into the Company Name field and selecting from the list
  - 2) Manually enter Company Name, Address, City, State, Zip, Escrow Officer, Escrow Officer Email and Escrow Officer Phone Number
- If the Company exists but there is a new Escrow Officer, you may manually enter the Escrow Officer Name, Email and Phone Number

\*\*\*Valid Company and Escrow Officer Information is required to ensure receipt of the Sales Package\*\*\*



## YARDI Bid Submission Changes

### Title Company/Buyers Select Closing Agent Section

**Title Company Information**

\* Title Company Name:

Title Company Phone Number:

\* Title Company Address:

\* City:

\* State:

\* Zip Code:

Title ID:

\* Primary Contact Person:

\* Primary Contact Email:

\* Primary Contact Phone:

Secondary Contact Person:

Secondary Contact Email:

Secondary Contact Phone:

