



October 16, 2020

Dear Colleagues,

As we near the end of the year, we write to notify you of our holiday schedule. Faculty Staff Housing will be closed for Thanksgiving on Thursday, November 26, 2020 and Friday, November 27, 2020. We will also be closed for the University's winter closure which will be one week longer than it has been in prior years. We will be closed beginning Monday, December 14, 2020 and will re-open on Monday, January 4, 2021.

*For purchase transactions:*

The escrow process usually takes at least thirty days from the date your offer to purchase has been accepted. We require at least fifteen working days to complete the transaction. This means that for an escrow to close between December 14, 2020 and January 4, 2021, all required documentation must be received in our office by Wednesday, November 11, 2020. This should allow sufficient time to prepare the loan documents, send them to the title company so that they can arrange a mobile notary for your signing, and set up the wire transfer of loan funds before we close for our holiday break.

*For subordination requests:*

All required documentation must be received in our office no later than Wednesday, November 25, 2020 for approval before the winter closure. Please note, final approval and execution of subordination documents may not be completed until we return in January, so please make sure the lock period allows for closings in January.

*For home improvement requests:*

All required documentation must be received in our office by Monday, November 30, 2020 for approval before the winter closure.

Although we will be monitoring voice mail only periodically during the break, our office will be closed to deliveries.

If you have any questions regarding the above, please do not hesitate to contact our office at 650.725.6893.

With our very best wishes for a safe and happy holiday season,

Faculty Staff Housing