

Please fax or email this completed form back to me as soon as possible.
Delays in receiving this information may cause delays to your closing.

To: _____
Re: _____
Closing Date: _____ @ _____

Please fax or email this completed form back to me as soon as possible.

Seller information:

Seller #1 Name: _____ Seller #2 Name: _____

Forwarding Address: _____

Social Security Numbers:

Seller #1: _____ Seller #2: _____

Contact phone number(s): Seller #1: _____

Seller #2: _____

Email address(s): Seller #1: _____

Seller #2: _____

Please provide a tax id number, if the seller is not an individual. _____

Officer attending closing: Name: _____ Title: _____

**** If the seller is a corporation, we will need a copy of the corporate resolution and the corporate seal for closing.**

- | | |
|---|--------|
| 1) Is seller a resident of ga? | Yes No |
| 2) Is seller a resident of the United States? | Yes No |
| 3) Was this a rental property? | Yes No |
| 4) Is there a mobile home on the property? | Yes No |
| 5) If there is a mobile home on the property, do you have the title? | Yes No |
| 6) Was this the seller's principal residence? | Yes No |
| 7) Is any seller involved in litigation (including divorce, estate matters, bankruptcy)? | Yes No |
| 8) Is this property delinquent on mortgage payments? | Yes No |
| 9) Is this property in active foreclosure or have you received a notice from an attorney's office due to delinquency? | Yes No |
| 10) Is there any party on title or could possibly be on title that is deceased? | Yes No |

Will a **home warranty** be provided? No _____ Yes _____

Name of warranty company: _____ Cost: _____

Paid by: _____ Seller _____ Borrower _____ Agent

Are there **homeowners dues**? No _____ Yes _____

If so, treasurer name _____ Phone No. _____

Management company _____ Phone No. _____

*****If the property has mandatory homeowner's association dues, we must obtain a written statement prior to closing regardless of the status of the account.**

Power of Attorney:

Will seller(s) attend closing? No _____ Yes _____

If not, who will be here? _____ Phone # _____

*****PLEASE BE ADVISED THAT THERE ARE ADDITIONAL FEES FOR THE USE OF A POWER OF ATTORNEY**

Additional information:

1. If applicable, termite letter must be faxed to our office prior to closing! Please bring the original report with you to closing.
2. Seller's must bring valid, current **photo id** to closing
3. Please fax the commission addendum with this form.

If any special accommodations are necessary, please advise immediately, this includes the use of a Power of Attorney, a mail away, and split closing requests.

We look forward to working with you on this closing and hopefully again on future closings.