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SELLER CLOSING INFORMATION

Please provide the following information to us as quickly as possible to insure a satisfying and successful closing experience:

- 1) Please verify that the property address is correct as shown:
If not, please indicate the correct address here: _____
Also, please indicate if the property being sold is your principal residence: Y N. If no please provide the address of your principal address: _____
- 2) Please verify that your name(s) is correct as shown:
If not, please indicate your correct name(s): _____
- 3) Are you a U.S. Citizen? Y N.
Are you a GA Resident? Y N.
Are there any outstanding property tax appeals? Y N.
- 4) Please provide the Social Security or Federal Tax ID number for each Seller:
Name: _____ Number: _____ Name: _____ Number: _____
Name: _____ Number: _____ Name: _____ Number: _____
Contact Information:
Current phone: Home _____ Cell: _____ Work: _____
Forwarding address: _____
Email address: _____
- 5) Loan information: Please provide the following for every loan on the property.
Loan # 1 First Mortgage Negotiated Payoff/Short Sale? Y N
Lender Name: _____
Lender Phone No. _____ Fax No. _____
Loan No. _____ Approximate Balance Due \$ _____
Loan # 2 Second Mortgage, Equity Line Negotiated Payoff/Short Sale? Y N
Lender Name: _____
Lender Phone No. _____ Fax No. _____
Loan No. _____ Approximate Balance Due: \$ _____
Please attached a separate sheet with information on additional payoffs i.e. tax lien, contractor lien, HOA lien.
- 6) Homeowner's/Condo Association Information:
Management company name _____
Contact: _____ Phone: _____ Fax _____
Email: _____
Amount Due \$ _____ Monthly _____ Quarterly _____ Annually _____ Other including transfer or processing fees.
- 7) Home Warranty Information: If you are provide a home warranty, please fax us a copy and indicate the following:
Company Name: _____ Phone No. _____
- 8) Special Circumstances: Please check whether any of these apply to the property or to you:
 Divorce in process Relocation company involved Mobile Home
 Bankruptcy in process Property involved in Probate Power of Attorney needed
Other: _____
- 10) Real Estate Agents: If marked, please forward Commission Agreement and/or invoices payable regarding contract and/or special stipulations contained therein (if applicable) prior to closing.

Please remember to bring the following with you to closing:

Photo ID Home Warranty Paid Receipts Corporate Docs
 Termite Letter Septic Inspection Survey

Please email of this completed form to our office at 706-484-0589 or realestate@tarrerlaw.com
We value your business and appreciate the opportunity to work with you!