Buyer Information Sheet

225 Corporate Center Dr, Ste B, Stockbridge, GA 30281
(770) 506-7765 · shola@closinglawfirm.com

Complete this sheet and return it to shola@closinglawfirm.com, or bring it with you to closing. Every field helps us prepare accurate documents and hold your closing date. You may also complete it online at closinglawfirm.com.

ABOUT THE BUYER(S)

BUYER SOCIAL SECURITY NUMBER

CO-BUYER SOCIAL SECURITY NUMBER

DATE OF BIRTH

Your security matters. Please do not enter Social Security numbers, loan account numbers or other sensitive identifiers on this online form. We collect those through a secure channel before closing.

BUYER FULL LEGAL NAME — EXACTLY AS IT SHOULD APPEAR ON THE DEED

MARITAL STATUS

☐ Single ☐ Married ☐ Divorced ☐ Widowed

CO-BUYER FULL LEGAL NAME (IF ANY)

CO-BUYER MARITAL STATUS

☐ Single ☐ Married ☐ Divorced ☐ Widowed

IF BOTH ARE MARRIED, ARE YOU MARRIED TO EACH OTHER?

☐ Yes ☐ No

CONTACT INFORMATION

CURRENT ADDRESS

FORWARDING ADDRESS AFTER CLOSING, IF DIFFERENT

CELL PHONE

EMAIL

HOME PHONE

WORK PHONE

PROPERTY & CLOSING

PROPERTY ADDRESS BEING PURCHASED

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COUNTY

☐ Henry ☐ Clayton ☐ DeKalb ☐ Fulton ☐ Rockdale ☐ Fayette ☐ Newton ☐ Spalding

WILL THE PROPERTY BE YOUR PRIMARY RESIDENCE?

☐ Yes ☐ No

Georgia's homestead exemption reduces the property tax on your primary residence — but it is not automatic. You must apply with the county, generally by April 1 of the year after you buy. We will remind you after closing.

HAVE YOU SENT IN YOUR EARNEST MONEY?

☐ Yes ☐ No

DO YOU WANT A SURVEY?

☐ Yes ☐ No ☐ Not sure — please advise

Georgia does not require a survey on every transaction the way some states do; most lenders do not demand one on a standard residential purchase. A survey is how you learn where the boundaries actually are, and whether anything encroaches.

IF THE PROPERTY IS IN AN HOA OR CONDOMINIUM, HAVE YOU APPLIED FOR ASSOCIATION APPROVAL?

☐ Yes ☐ No ☐ Not applicable

HOW WOULD YOU LIKE TO CLOSE?

☐ In our office ☐ Mail-away closing ☐ Mobile closing — we come to you ☐ Power of attorney ☐ Not sure yet

> If I decline a survey, I understand that title insurance will take exception to any matter an accurate survey would have disclosed — boundary disputes, encroachments and unrecorded easements among them — and that those matters will not be covered by my policy.
>
> **INITIALS** ______________

> I understand that all closing funds must be sent by wire or brought as certified funds before closing, and that The Closing Firm will never send me new or changed wiring instructions by email. If I receive any such message I will stop and call (770) 506-7765.
>
> **INITIALS** ______________

LENDER, IF FINANCING

LENDER NAME

____

LENDER PHONE

____

LENDER EMAIL

____

LOAN TERM

☐ 30 years ☐ 20 years ☐ 15 years ☐ 10 years ☐ 7 years ☐ 5 years or less ☐ Cash — no loan
☐ Not yet known

We ask about the term because Georgia's intangible recording tax applies only to a long-term note. Since HB 586 took effect on July 1, 2025, a note fully due within 62 months owes none — which can change your closing costs by hundreds of dollars.

HOW YOU WILL TAKE TITLE (VESTING)

How you hold title determines what happens to the property if one owner dies, and it is worth a moment's thought. Trusts, partnerships, corporations and LLCs require supporting documents — please upload or email those.

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EXACT NAME(S) FOR THE DEED

MANNER OF HOLDING TITLE

☐ Joint tenants with right of survivorship ☐ Tenants in common ☐ Sole owner ☐ LLC or corporation ☐ Trust
☐ Not sure — please advise

A Georgia particular: Georgia does not recognise tenancy by the entirety, which married couples in other states often use. Here, married buyers typically take title as joint tenants with right of survivorship — the property passes to the survivor without probate. If you are unsure, leave it and we will walk you through it.

ADDRESS FOR THE DEED AND PROPERTY MAIL AFTER RECORDING

DOCUMENTS & IDENTITY VERIFICATION

Take a photo with your phone or upload a file — JPG, PNG, HEIC or PDF, up to 20 MB each. Georgia closings require a government-issued photo ID for every person signing, such as a driver's license or passport.

Helpful examples: passport, marriage certificate, trust documents, entity documents (LLC, corporation or partnership), power of attorney, or your loan pre-approval or commitment letter.

ANYTHING ELSE?

ADDITIONAL INFORMATION