

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 SELLER(S)

SELLER SOCIAL SECURITY NUMBER

CO-SELLER 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.

SELLER FULL LEGAL NAME — AS IT APPEARS ON YOUR DEED

MARITAL STATUS

☐ Single ☐ Married ☐ Divorced ☐ Widowed

CO-SELLER FULL LEGAL NAME (IF ANY)

CO-SELLER 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

CELL PHONE

EMAIL

HOME PHONE

WORK PHONE

CITIZENSHIP & FIRPTA

ARE ALL SELLERS US CITIZENS OR RESIDENT ALIENS?

☐ Yes ☐ No

IF NOT A US CITIZEN, COUNTRY OF CITIZENSHIP

If you are a foreign person, the sale may be subject to FIRPTA — the Foreign Investment in Real Property Tax Act. Generally 15% of the sale price is withheld from your proceeds at closing and remitted to the IRS unless an exemption applies or a withholding certificate is obtained in advance. Tell us early; this changes your net and it is not something to discover at the table.

TITLE HISTORY

HAS ANY OWNER IN TITLE DIED SINCE THE PROPERTY WAS PURCHASED?☐ Yes ☐ No**HAS ANY OWNER IN TITLE DIVORCED SINCE THE PROPERTY WAS PURCHASED?**☐ Yes ☐ No**IS THIS YOUR PRIMARY RESIDENCE?**☐ Yes ☐ No**ANY IMPROVEMENTS OR WORK ON THE PROPERTY IN THE LAST 90 DAYS?**☐ Yes ☐ No

We ask about recent work because an unpaid contractor or supplier can file a lien on the property after you close. Georgia allows time to do it, so we address it before you are paid rather than after.

CLOSING

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 MAIL-AWAY OR MOBILE, WHERE SHOULD THE NOTARY MEET YOU?**

For a mail-away closing your documents must be signed before a notary public. Personal or family notaries cannot be used.

EXISTING MORTGAGES & LIENS

IS THERE AN EXISTING MORTGAGE ON THE PROPERTY?☐ Yes ☐ No**FIRST MORTGAGE — LENDER NAME (ACCOUNT NUMBER COLLECTED SECURELY LATER)**

SECOND MORTGAGE OR HELOC — LENDER NAME, IF ANY

Please also complete the payoff authorization. Your lender will not release a payoff figure to us without your written consent, and that is the single most common cause of a delayed closing.

HOMEOWNERS' OR CONDOMINIUM ASSOCIATION

ASSOCIATION NAME

ASSOCIATION CONTACT OR MANAGEMENT COMPANY

MASTER ASSOCIATION NAME, IF ANY

MASTER ASSOCIATION CONTACT

I understand that I am responsible for any fees the association charges to produce a closing letter or statement of account, and that these fees are deducted from my proceeds at closing.

INITIALS _____

EXISTING TITLE POLICY & SURVEY

DO YOU HAVE A COPY OF YOUR OWNER'S TITLE INSURANCE POLICY?☐ Yes ☐ No**DO YOU HAVE A COPY OF YOUR SURVEY?**☐ Yes ☐ No

If you have either, please upload them below or email copies to shola@closinglawfirm.com. An existing owner's policy can sometimes reduce the cost of the buyer's policy, which is a point worth having in a negotiation.

RENTALS

IS THE PROPERTY CURRENTLY RENTED?☐ Yes ☐ No**ARE THERE ANY FUTURE OR PENDING RENTALS?**☐ Yes ☐ No**AMOUNT OF RENT AND DATE DUE**

SECURITY DEPOSIT YOU ARE HOLDING

If the property is rented, please upload the lease agreement. Security deposits and prepaid rent transfer to the buyer at closing.

1031 EXCHANGE & ENTITY SELLERS

ARE YOU ENGAGING IN A 1031 EXCHANGE?☐ Yes ☐ No

If title is held by an entity, we will need supporting documents: a corporation's articles of incorporation, current certificate of good standing from the Georgia Secretary of State, and a resolution naming the authorised signers; a partnership's partnership agreement; or an LLC's articles of organization and operating agreement.

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: your existing owner's title policy, survey, a recent mortgage statement for the payoff, HOA contact details, lease agreements, trust or entity documents, a death certificate if a party in title is deceased, a divorce decree or settlement agreement, marriage certificate, power of attorney, or — if you are a foreign person — your passport or resident alien card.

ANYTHING ELSE?

ADDITIONAL INFORMATION
