



**Seller Pre-Closing Information**

**Property Address/ Description** \_\_\_\_\_

Is this your primary residence? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, where is your primary residence? \_\_\_\_\_

**Seller(s) Name:**

Seller One: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ SSN/FEI : \_\_\_\_\_

Seller Two: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ SSN/FEI : \_\_\_\_\_

Is the Seller a Georgia Resident? Yes \_\_\_\_\_ No \_\_\_\_\_

Is the Seller a US Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_

Seller(s) Current Mailing Address: \_\_\_\_\_

**Is your post-mailing address the same as your current mailing address?** Yes \_\_\_\_\_ No \_\_\_\_\_

If no, what is your post-mailing address? \_\_\_\_\_

**Are you selling in an LLC, Corporation, Trust, or any other entity?** Yes \_\_\_\_\_ No \_\_\_\_\_

What is the name of your LLC, Corporation, Trust etc.? \_\_\_\_\_

**Please email or fax us the entity documents:**

**LLC-** Articles of Organization & Operating Agreement

**Corporation-** Articles of Incorporation & Corporate By-Laws

**Trust-** Trust Agreement

Will all Sellers attend the closing? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, where do we mail your closing documents? \_\_\_\_\_

(Note: There is a \$150.00 mail away fee.)

Is there a current Tax Appeal pending on this property? Yes \_\_\_\_\_ No \_\_\_\_\_

Are there any other liens on the property? Yes \_\_\_\_\_ No \_\_\_\_\_

Is there a Mandatory Homeowners or Condominium Association? Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes, please list out the following:**

HOA Name: \_\_\_\_\_ Point of Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Is the Subject Property currently being rented/leased? Yes \_\_\_\_\_ No \_\_\_\_\_  
*If yes, please email or fax us the lease documents*

Is this property involved in an estate/probate? Yes \_\_\_\_\_ No \_\_\_\_\_  
*If yes, please email or fax us the letters testamentary and/or will.*

Is there a pending or finalized divorce? Yes \_\_\_\_\_ No \_\_\_\_\_  
*If yes, please email or fax us the divorce decree.*

How would you like to receive any proceeds from Sale? Check \_\_\_\_\_ Wire \_\_\_\_\_  
*(If you chose a wire, we will provide you with a form to fill out when you sign your closing documents.)*

**MORTGAGE PAYOFFS:**

**1<sup>st</sup> Mortgage**

**2<sup>nd</sup> Mortgage**

Company: \_\_\_\_\_

Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Estimated Payoff Amount: \_\_\_\_\_

Estimated Payoff Amount: \_\_\_\_\_

**Please provide any additional information:**

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**For a smooth closing:**

**FUNDS** - All closing funds from seller must be wired. Failure to wire funds will cause a delay in closing. A link to download our wiring instructions will be provided prior to closing.

**IDENTIFICATION** - All Sellers must bring a valid, government issued photo ID to closing.

**WE APPRECIATE YOUR COOPERATION AND  
LOOK FORWARD TO WORKING WI**