



Buyer Closing Basics

Initial each section and sign the bottom

Initial

1. Location for Closing: 549-4 Amsterdam Avenue, Atlanta, Georgia 30306 (see 'Hodge & Temple Driving Directions Amsterdam Walk' for more details) _____
2. Process: *Details for your closing from contract-to-close and what to expect after Closing*
 - a. Provide us with a fully executed Purchase and Sale Agreement ("Contract")
 - b. Complete and return Buyer Information Sheet (attached, if applicable)
 - c. Provide us with any transaction-specific documents (LLC, Estate, Divorce Decree, etc.)
 - d. Make sure you keep us informed of all Amendments, documents required by the Contract (Home Warranty, Termite Bonds, HOA documents, etc.), and changes to Loan or Closing Date
 - e. Schedule the Closing – You can usually expect your Closing to last about 1 hour _____
3. Several Days before Closing:
 - a. Keep an eye out for the Settlement Statement/CD from the Lender and/or Closing Attorney providing specifics to Closing as to money exchanging hands.
 - *Buyers using a lender will receive the Settlement Statement from the lender (aka CD)*
 - *Buyers for a cash sale will receive the Settlement Statement from the Closing Attorney*
 - b. Wiring Instructions – Buyer will receive wiring instructions from Hodge & Temple through a secured email via "Bracket." Plan to initiate closing funds wire at least 24 hours prior to Closing.
 - Georgia Law O.C.G.A. §44-14-13 now requires that all funds for closings in excess of \$5,000 be in the form of a wire.
 1. We can accept a personal check up to \$2,500
 2. Any amounts under \$5,000 may be in the form of a *certified check or a wire*
 3. Anything over \$5,000 MUST BE IN THE FORM OF A WIRE. _____
4. Day of Closing: *Expect the Closing to last about 1 hour*
 - a. Bring any Original Documents required during the process (POA, Affidavits, etc.).
 - b. All signing parties need to bring TWO forms of Picture ID.
 - c. Buyer needs to bring a Personal Checkbook for any differences in the wired amount.
 - d. Buyer should expect to sign the Settlement Agreement/CD, Acknowledgements, Loan Documents required by the Lender. _____
5. After Closing:
 - a. Buyer needs to keep an eye out for payment information from the Lender (if applicable), payment coupons, automatic draft, etc. **Don't forget to make first payment!**
 - b. Deed is sent for recording and will be returned to the Buyer within 60 days.
 - c. Tax bills will still reflect seller's name until after January 1 of the following year. However, don't forget it is your responsibility to pay in full (or through your mortgage escrow).
 - d. If Buyer qualifies for Homestead Exemption, don't forget to file after January 1 of the following year. Keep an eye out as we send Homestead information with the Deed. _____

Buyer Signature(s): _____ & _____ Date: _____

Hodge & Temple, P.C.

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