



Seller Information Sheet

TO EXPEDITE THE CLOSING PROCESS, PLEASE ANSWER EACH QUESTION

NAME OF SELLER(S): _____
(If the property is held as an LLC, Trust or an Estate, please provide us with the applicable documents)

PROPERTY ADDRESS: _____

SOCIAL SECURITY NUMBER(S): _____ & _____

EMAIL: _____

SELLER(S) PHONE NUMBER(S): HOME _____

OTHER _____ & _____

FORWARDING ADDRESS: _____

ARE YOU A GEORGIA RESIDENT? **Y OR N**

WAS PROPERTY YOUR PRIMARY RESIDENCE 2 OUT OF THE LAST 5 YEARS? **Y OR N**

ARE THERE ANY PENDING SUITS, DIVORCE PROCEEDINGS, OR BANKRUPTCIES? **Y OR N**

WILL ALL SELLERS BE PRESENT AT CLOSING*? **Y OR N**

**In the event the Buyer and Seller cannot attend Closing at the same time and need a Split Closing or a Mail-Away Package in lieu of a Power of Attorney, there is a fee of \$150.00.*

IF YOUR ANSWER IS **NO**, WILL YOU NEED A POWER OF ATTORNEY? **Y* OR N**

**The charge to prepare a Power of Attorney is \$75.00.*

IF **YES** AND YOU WILL NEED OUR OFFICE TO PREPARE A POWER OF ATTORNEY RELATED TO THE SALE OF THIS PROPERTY, INDICATE THE NAME, PHONE #, AND EMAIL OF THE PERSON WHO WILL REPRESENT YOU:

NAME _____

PHONE # _____ EMAIL: _____

____ (initial) A CHARGE OF **\$75** PER POA WILL BE REFLECTED ON THE SETTLEMENT STATEMENT AT CLOSING.

IS THERE A HOMEOWNER OR CONDO ASSOCIATION? **Y OR N**

IF **YES**, ASSOCIATION/MANAGEMENT COMPANY NAME: _____

OR TREASURER'S NAME: _____

PHONE # _____ FAX OR EMAIL: _____

MONTHLY/ANNUAL DUES: \$ _____

Hodge & Temple, P.C.

549-4 Amsterdam Walk | Atlanta, Georgia | 30306

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WATER:

DO YOU PAY A SEPARATE WATER BILL THAT IS NOT PAID THROUGH AN HOA? **Y* OR N**
*If **YES**, please attach your most recent water bill.

MORTGAGE INFORMATION: [THIS INCLUDES ANY HOME EQUITY OR LINE OF CREDIT ACCOUNTS]

1ST MORTGAGE

COMPANY'S NAME: _____

ACCT #: _____

CUSTOMER SERVICE PHONE NUMBER: _____

WILL YOU MAKE YOUR CURRENT (MONTH OF CLOSING) PAYMENT? **Y* OR N**

*IF YOUR ANSWER IS **YES**, WHEN WILL YOU BE MAKING YOUR PAYMENT? _____

2ND MORTGAGE

COMPANY'S NAME: _____

ACCT #: _____

CUSTOMER SERVICE PHONE NUMBER: _____

WILL YOU MAKE YOUR CURRENT (MONTH OF CLOSING) PAYMENT? **Y* OR N**

*IF YOUR ANSWER IS **YES**, WHEN WILL YOU BE MAKING YOUR PAYMENT? _____

I/we hereby authorize you to release any and all information regarding my/our payoff to the above-referenced firm either verbally or in writing.

X _____ **Date:** _____ **X** _____ **Date:** _____

NOTE: PLEASE BE SURE TO CANCEL ANY AUTOMATIC DRAFTS FOR YOUR LOAN(S)

ACKNOWLEDGEMENT OF ADDITIONAL FEES (please initial):

____ PLEASE NOTE AS OF OCTOBER 1, 2016, EVERY TRANSACTION WILL INCUR A **\$65.00** CHARGE FOR THE FIRST OPEN LOAN ON THE FILE (AND **\$15.00** FOR EACH ADDITIONAL LOAN) FOR PROCESSING OF WIRES, PAYOFF HANDLING FEES, AND POST-CLOSING RELEASE, AND WILL BE REFLECTED ON THE SETTLEMENT STATEMENT AT CLOSING.

SETTLEMENT STATEMENT ACKNOWLEDGEMENT (please initial):

____ I/WE HEREBY AUTHORIZE HODGE & TEMPLE, P.C. TO DISTRIBUTE A COPY OF THE COMBINED ALTA SETTLEMENT STATEMENT AND/OR SELLER'S CLOSING DISCLOSURE CONTAINING MY/OUR TRANSACTIONAL INFORMATION TO REAL ESTATE PROFESSIONALS, ATTORNEYS, LENDER, CPAS AND OTHER THIRD PARTY INVOLVED IN THE ABOVE REFERENCED TRANSACTION AT THE TIME OF CLOSING OR PRIOR THERETO.

THANK YOU!

Rebecca McArthur, For the Firm

Hodge & Temple, P.C.

549-4 Amsterdam Walk | Atlanta, Georgia | 30306

404.680.4136 :: office 678.228.1263 :: fax Rebecca@HodgeTemple.com






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Seller 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 & what to expect after Closing*
 - a. Provide us with a fully executed Purchase and Sale Agreement ("Contract")
 - b. Seller needs to fill out and return Seller 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 Closing Attorney providing specifics to Closing as to money exchanging hands. 
4. Day of Closing: *Expect the Closing to last about 1 hour*
 - a. Bring any Original Documents required during the process (Power of Attorney, Affidavits, etc.).
 - b. All signing parties need to bring one form of Picture ID.
 - c. Seller proceeds can be wired instead of receiving them as a check at Closing.
 - If a wire is preferred, please provide a cancelled check with account and routing information at Closing as we cannot accept emailed wiring instructions for proceeds. We will confirm those instructions at Closing with our "Wire Confirmation" form. That Account Name MUST match the Seller on the contract and on title. Note that your bank may charge a wire fee for the incoming proceeds.
 - d. Seller should expect to sign the Settlement Agreement/CD, Acknowledgements, Seller's Affidavit, and Limited Warranty Deed to transfer title. 
5. After Closing:
 - a. Seller should expect any Escrow refunds from Lender within 30 days of Closing.
 - b. In the event the current year tax bill is mailed to you, as a courtesy, please forward along to the buyer as it is their responsibility to pay in full. 

Seller Signature(s):  &  Date: 