








**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: 