



**Buyer Information Sheet**

**TO EXPEDITE THE CLOSING PROCESS, PLEASE ANSWER EACH QUESTION**

NAME OF BUYER(S): \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

SOCIAL SECURITY NUMBER(S): \_\_\_\_\_ & \_\_\_\_\_

EMAIL: \_\_\_\_\_

BUYER(S) MOBILE PHONE NUMBER(S): \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

**TITLE:**

FOR FINANCED PURCHASES, WILL YOU BE ADDING SOMEONE TO TITLE WHO WILL NOT BE ON THE LOAN? **Y\* OR N**

\*IF **YES**, EXACT NAME(S) THAT SHOULD BE ON FINAL TITLE: \_\_\_\_\_

*Note: there will be an additional recording fee of \$29.50.*

**HOMEOWNER'S INSURANCE:**

WHAT COMPANY WILL BE PROVIDING YOUR INSURANCE? \_\_\_\_\_

WILL YOU BE PAYING THE PREMIUM PRIOR TO CLOSING? **Y\* OR N**

*\*If **YES**, you will need to provide us with proof of payment prior to closing.*

**ACKNOWLEDGEMENT OF ADDITIONAL FEES & SETTLEMENT STATEMENT:**

FURTHER I/WE HEREBY AUTHORIZE HODGE & TEMPLE, P.C. TO DISTRIBUTE A COPY OF THE COMBINED ALTA SETTLEMENT STATEMENT 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.

I/WE UNDERSTAND THAT ADDITIONAL FEES AND APPROVAL MAY APPLY FOR A SPLIT CLOSING (\$150), MAILOUT FOR A LOAN PURCHASE (\$300), MAILOUT FOR A CASH PURCHASE (\$150), OR POA (\$75).

\_\_\_\_\_  
BUYER SIGNATURE

\_\_\_\_\_  
BUYER SIGNATURE

**THANKS!**

Hodge & Temple PC

Hodge & Temple, P.C.

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[WWW.HODGETEMPLE.COM](http://WWW.HODGETEMPLE.COM)



## Buyer Closing Basics

*Initial each section and sign the bottom*

*Initial*

1. 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
2. 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 CertifID request. 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.
3. 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.
4. 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
  - e. year. Keep an eye out as we send Homestead information with the Deed.

6. Buyer Signature(s): \_\_\_\_\_ & \_\_\_\_\_ Date: \_\_\_\_\_

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