



Buyer Information Sheet

TO EXPEDITE THE CLOSING PROCESS, PLEASE ANSWER EACH QUESTION

NAME OF BUYER(S): (If the property is being purchased as an LLC, Trust, or an Estate, please provide us with the applicable documents)

PROPERTY ADDRESS:

SOCIAL SECURITY NUMBER(S): X X X - X X - & X X X - X X -

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:

\* A fee of \$104.50 will be charged per additional deed (75.00 preparation and \$29.50 for recording) needed for the closing

WILL ALL BUYERS BE PRESENT AT CLOSING? Y OR N

\*In the event the Buyer cannot attend Closing need a Mailed Package in lieu of a Power of Attorney, there is a minimum fee of \$150.00. Our underwriting guidelines require Buyers to sign with an attorney, title company or approved mobile notary. Should mobile notary service be required, there is an additional fee starting at \$200.00.

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

IF YES, PLEASE INDICATE THE NAME, PHONE #, AND EMAIL OF THE PERSON WHO WILL REPRESENT YOU:

NAME PHONE: EMAIL:

(initial) A CHARGE OF \$104.50 PER POA (\$75.00 preparation and \$29.50 for recording) WILL BE REFLECTED ON THE SETTLEMENT STATEMENT AT CLOSING.

ACKNOWLEDGEMENTS (please initial each section):

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

I/WE HEREBY AKNOWLEDGE THAT HODGE & TEMPLE, P.C ONLY REPRESENTS THE LENDER IN THIS TRANSACTION AND NOT THE INDIVIDUAL INTERESTS OF THE BUYER AND SELLER. IN THE EVENT THAT THIS TRANSACTION IS A CASH PURCHASE, I/WE ACKNOWLEDGE THAT THE CLOSING MAY NOT PROCEED UNTIL THE BUYER HAS SIGNED AN ENGAGEMENT LETTER WITH HODGE & TEMPLE, PC.

THANK YOU!

Hodge & Temple, PC

Hodge & Temple, P.C.

549-4 Amsterdam Walk | Atlanta, Georgia | 30306

404.946.9333 :: office Closings@HodgeTemple.com :: email

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 requires that all funds for closings more than \$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.
    - Please note that our firm does not accept ACH wire transfers
  
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.
    - Please make sure your identification remains active. Expired, temporary, or emailed identification will not be accepted as proof of identity at closing.
  - 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. Do not 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, do not forget it is your responsibility to pay in full (or through your mortgage escrow).
  - d. If Buyer qualifies for Homestead Exemption, do not 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: \_\_\_\_\_

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