



**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): XXX - XX - & XXX - XX -

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

SELLER(S) MOBILE PHONE NUMBER(S): \_\_\_\_\_ & \_\_\_\_\_

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**

*\*Reporting a sale to the IRS only alerts the IRS a transfer occurred. Whether taxes are due or not due is between the seller and the IRS when the seller files their tax return. Failing to report a non-exempt sale is subject to an IRS penalty of up to \$10,000 per instance for intentional disregard.*

ARE THERE ANY PENDING TAX APPEALS **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 Seller cannot attend Closing and will need a Mailed Package in lieu of a Power of Attorney, there is a minimum fee of \$150.00. Our underwriting guidelines require Sellers to sign with an attorney, title company or notary.*

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

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

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

If YES, please provide the following information:

ASSOCIATION NAME: \_\_\_\_\_

MANAGEMENT COMPANY NAME: \_\_\_\_\_

BOARD MEMBER CONTACT INFORMATION: \_\_\_\_\_

DUES: \$ \_\_\_\_\_ ARE COLLECTED: **MONTHLY OR ANNUALLY**

Hodge & Temple, P.C.

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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]**

1<sup>ST</sup> MORTGAGE

COMPANY'S NAME: \_\_\_\_\_

ACCT #: \_\_\_\_\_

MORTGAGE SERVICING 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? \_\_\_\_\_

2<sup>ND</sup> MORTGAGE

COMPANY'S NAME: \_\_\_\_\_

ACCT #: \_\_\_\_\_

MORTGAGE SERVICING 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. Signatures must be in wet ink per lender requirements.**

**X** \_\_\_\_\_ **Date:** \_\_\_\_\_ **X** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**ACKNOWLEDGEMENTS (please initial each section):**

\_\_\_\_\_  
PLEASE NOTE AS OF JULY 1, 2020, EVERY TRANSACTION WILL INCUR A **\$75.00** 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.

\_\_\_\_\_  
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.

\_\_\_\_\_  
I/WE HEREBY ACKNOWLEDGE 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

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## Seller Closing Basics

**Initial each section and sign the bottom**

**Initial**

1. 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 complete and return Seller Information Sheet
  - c. Provide us with any transaction-specific documents (LLC, Estate, Divorce Decree, etc.)
  - d. Provide us with documents required by the Contract (Home Warranty, Termite Bonds, HOA documents, Amendments, etc.)
  - e. Make sure you keep us informed of any changes to the Loan or Closing Date
  - f. 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 (ALTA) and Closing Disclosure (CD) from Closing Attorney providing financial transaction specifics for the Closing
3. Day of Closing: Expect the Closing to last about 1 hour \_\_\_\_\_
  - a. Bring all Original Documents required (Power of Attorney, Affidavits, Releases, etc.)
  - b. All signing parties need to bring one form 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. 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. The account name is required to match the seller on the contract and on title.
  - d. Seller should expect to sign the Settlement Statement (ALTA) and Closing Disclosure (CD), Acknowledgement, Seller’s Affidavit, Tax Proration Agreement, and Limited Warranty Deed to transfer title.
4. After Closing: \_\_\_\_\_
  - a. Seller should expect any Escrow refunds from Lender within 30 days of Closing.
  - b. Upon sale, the closing attorney submits a Substitute Form 1099-S, Proceeds from Real Estate Transactions to the IRS. The amount reported is the gross proceeds from a real estate transaction, generally the sales price. You will use this form when filing your tax returns to arrive at the applicable taxable amount.
  - c. 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.
    - Please remember that tax bills attach to the property regardless of the name on the account. The tax bill may remain in the Seller’s name until the following year per the county the property resides procedures.

Seller Signature(s) : \_\_\_\_\_ & \_\_\_\_\_ Date: \_\_\_\_\_

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