



REAL ESTATE ATTORNEYS

SELLER INFORMATION SHEET

TO EXPEDITE THE CLOSING PROCESS, PLEASE ANSWER EACH QUESTION

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

PROPERTY ADDRESS: _____

SOCIAL SECURITY NUMBER(S) (LAST 4 ONLY): XXX- XX- _____ & XXX- XX- _____

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

SELLER(S) EMAIL(S): _____ & _____

FORWARDING ADDRESS: _____

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

WAS THE PROPERTY YOUR PRIMARY RESIDENCE TWO OUT OF THE LAST FIVE 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 ON THE PROPERTY? **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**

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

PLEASE PROVIDE THE NAME AND CONTACT OF THE PERSON WHO WILL REPRESENT YOU:

NAME _____ PHONE: _____ EMAIL: _____

A charge of \$104.50 per POA (\$75.00 preparation and \$29.50 for recording) will be reflected on the settlement statement at closing. Shipping costs calculated separately.

IF **NO**, WILL YOU NEED A MAILOUT SIGNING? **Y OR N**

In the event the Seller cannot attend closing and needs 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.

Please initial each section below:

____ 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.

____ AS OF JULY 1, 2020, EVERY TRANSACTION WILL INCUR A \$75.00 CHARGE FOR THE FIRST OPEN LOAN ON THE FILE (AND \$25.00 FOR EACH ADDITIONAL LOAN) FOR PROCESSING OF WIRES, PAYOFF HANDLING FEES, AND POST-CLOSING RELEASE, WHICH WILL BE REFLECTED ON THE SETTLEMENT STATEMENT AT CLOSING.

Hodge & Temple, P.C.

549-4 Amsterdam Ave | Atlanta, Georgia | 30306

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

WWW.HODGETEMPLE.COM



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**

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.

LOAN INFORMATION AND OTHER LINES OF CREDIT

- *As a reminder, please cancel any automatic drafts on your loan prior to closing.*
- *Please note that any payments made within the week of your closing may not be able to be captured on the settlement statement. If a payment must be made within the week of your closing, that is not able to be captured on the settlement statement, reimbursement from your lender should be obtained following the closing.*
- *Should there be a Home Equity or Line of Credit account on the property, a payoff will need to be obtained regardless of balance on the account. Additionally, a closure letter will need to be signed and will be within your documents at closing.*

1ST LOAN INFORMATION

LENDER'S NAME: _____

ACCOUNT #: _____

LOAN SERVICING PHONE NUMBER: _____

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

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

2ND LOAN INFORMATION

LENDER'S NAME: _____

ACCOUNT #: _____

LOAN SERVICING PHONE NUMBER: _____

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

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

I/WE HERBY AUTHORIZE TO RELEASE AND AN ALL INFORMATION REGARDING MY/OUR PAYOFF TO HODGE & TEMPLE PC AND ITS REPRESENTATIVES EITHER VERBALLY OR IN WRITING.

Seller Signature(s) : _____ & _____ Date: _____

Please note that a wet signature may be necessary pending lender requirements.

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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 it 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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