

## Closing Transaction - Seller Form

### Seller's Guide to Closings

Congratulations! Let's get started.

We need the complete information below as soon as possible in order to meet closing deadlines.

**FAILURE OR DELAY IN PROVIDING THIS INFORMATION WILL CAUSE A DELAY IN CLOSING.**

We understand selling your home and moving is a very stressful time in a person's life. In order to serve you better and reduce stress, we have compiled this handy guide to aid you with your closing process.

Please arrive early for your scheduled closing time, failure to arrive on time will delay both your closing and others. This is extremely inconsiderate for other individuals trying to sell their homes and will cause unnecessary stress among the parties. If our schedule is clear and both parties are present, we may be able to start your closing early and finish the exciting process of selling your home ahead of schedule.

The Seller(s) will need to bring a valid government issued ID to closing such as a driver's license or passport. We will need to make a copy of it for the file upon your arrival. It is important the the ID is not expired.

#### MONEY:

At the closing, the Seller(s) will have the option of receiving their funds by either a wire or a check. Disbursements made by wire are faster, however, your bank may charge you for use of their wire transfer service. If you would like us to wire the funds to you, please bring your account information with you to the closing.

If the Seller is required to bring money to closing, wires are preferred, however we can accept funds according to the schedule below:

#### WE DO NOT TAKE PERSONAL CHECKS

\$1.00 - \$4,999.99 - a wire or cashiers check is required (no personal checks allowed)

\$5,000.00+ - WIRE TRANSFERS ONLY

We will send you the proper wiring instructions for your funds if you need to wire money into our escrow account. In order to protect you from wire fraud, we ask that you call and confirm all wiring instructions at the bank when initiating the wire transfer.

Please notify our office immediately of any of the following applies:

- If the Seller cannot attend closing- a Power of Attorney or a mail out can be arranged at an additional charge in advance of closing.
- If the seller(s) are divorced or in the process of getting a divorce.
- If one or more owners of the property are deceased -we will need a copy of the death certificate and probate information in advance of the closing.
- If a seller's name has changed since the purchase of the property.
- If the title to the property is in the name of a Trust- we will need to see copies of the Trust in advance of closing.
- If the property is in foreclosure or the seller(s) have filed bankruptcy.
- If the seller is a Corporation or LLC- we will need to see the Articles of Incorporation or the Operating Agreement in advance of closing.

IT IS IMPORTANT THAT ALL APPLICABLE INFORMATION BE FILLED IN COMPLETELY TO ENSURE A SMOOTH CLOSING.

PLEASE FEEL FREE TO CONTACT THIS OFFICE SHOULD YOU HAVE ANY QUESTIONS REGARDING THE ABOVE INFORMATION.

**Who is your assigned Pre-Closer? \***

**Will Seller(s) Be Present For Closing**

- YES
- NO, we will be requesting a Power of Attorney. (additional costs may apply)
- No, we will be requesting a Mail Away Closing. (additional costs may apply)

**Property Type: \***

- Single Family Residence
- Townhome
- Condominium
- Mobile Home
- Subdivison Lot
- Vacant Land
- Multifamily Residence
- Commercial Property

**Address of Property Being Sold \***

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

**Seller's Current Address**

**If the Seller's current address is NOT the address of the property being sold, then please fill out the current address below:**

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

**Name of Real Estate Agent  
(Your name if For Sale By Owner) \***

First

Last

**Seller #1 Full Name \***

First

Middle

Last

**Seller #1 Social Security Number \***

**Seller #1 Date of Birth \***



MM

DD

YYYY

**Seller #1 Phone Number \***

###

###

####

**Seller #1 Email Address \***

**Confirm Email Address \***

**Seller #1 Forwarding Address**

**This is NOT the address of the property being sold. Please put the address where you would like us to mail checks and other important documents AFTER your home is sold. \***

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

**Seller #2 Full Name**

First

Middle

Last

**Seller #2 Social Security Number**

**Seller #2 Date of Birth**

MM

DD

YYYY



**Seller #2 Phone Number**

###

###

####

**Seller #2 Email Address**

**Confirm Email Address**

**Seller #2 Forwarding Address**

**This is NOT the address of the property being sold. Please put the address where you would like us to mail checks and other important documents AFTER your home is sold.**

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

**Corporate Seller**

If you are a corporate or business seller, please provide our office with corporate documents before closing.

**Tax ID**

**Name of Officer attending closing**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title	First	Middle	Last	Suffix

**Additional Questions**

**Please answer the following questions: \***

	YES	NO
<b>Are the Seller(s) a Georgia resident?</b>	<input type="radio"/>	<input type="radio"/>
<b>Has the Seller(s) filed Georgia Tax Returns in the last two years?</b>	<input type="radio"/>	<input type="radio"/>
<b>Does the property have a mobile home or manufactured home?</b>	<input type="radio"/>	<input type="radio"/>
<b>Are the Seller(s) divorced?</b>	<input type="radio"/>	<input type="radio"/>
<b>Are the Seller(s) in or have they been in Bankruptcy?</b>	<input type="radio"/>	<input type="radio"/>
<b>Are any of the Seller(s) deceased?</b>	<input type="radio"/>	<input type="radio"/>
<b>Have the Seller(s) had any name changes from when the property was purchased?</b>	<input type="radio"/>	<input type="radio"/>

**Mortgage, Home Equity Line of Credit, and Lien Payoff Information**

Please provide the following payoff information below. If the space is not applicable, please write "NA" in the space provided.

FAILURE TO PROMPTLY PROVIDE THE NECESSARY PAYOFF INFORMATION WILL DELAY YOUR CLOSING.

**Please answer the following questions: \***

	YES	NO
<b>Is there a mortgage on the property?</b>	<input type="radio"/>	<input type="radio"/>
<b>Is there a second mortgage on the property?</b>	<input type="radio"/>	<input type="radio"/>
<b>Do you have a Home Equity Line of Credit?</b>	<input type="radio"/>	<input type="radio"/>
<b>Are you aware of any liens on the property?</b>	<input type="radio"/>	<input type="radio"/>

**First Mortgage Company \***

**Account Number: \***

**Customer Service Phone Number**

<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>
###		###		####

**Second Mortgage/Equity Line Company**

**Account Number:**

**Customer Service Phone Number**

-  -   
 ###        ###        ####

**What is the name of the utility company that provides water to the property? \***

**What is the seller's account number for water service? This should be located on the water bill for the property. \***

**Payoff Acknowledgement**

WE ACKNOWLEDGE THAT SOME INSTITUTIONS CHARGE FEES FOR WRITTEN PAYOFF STATEMENTS WHICH ARE REQUIRED BY PARKWAY LAW GROUP, LLC. BY SIGNING BELOW I/WE HEREBY AUTHORIZE PARKWAY LAW GROUP, LLC TO ORDER PAYOFF(S) ON MY/OUR BEHALF:

**Seller #1**

**Draw your signature into the box below. \***

[Clear](#)

**Date \***

/  /    
 MM        DD        YYYY

**Seller #2**

**Draw your signature into the box below.**

[Clear](#)

**Date**

/  /    
 MM DD YYYY

### HOA Information

Please answer the following questions: \*

	YES	NO
<b>Are there HOA/Condo Association Dues?</b>	<input type="radio"/>	<input type="radio"/>
<b>Is so, are they mandatory?</b>	<input type="radio"/>	<input type="radio"/>
<b>Is water service through the HOA?</b>	<input type="radio"/>	<input type="radio"/>

### How much are the HOA Dues?

\$  .   
 Dollars Cents

### Are the HOA dues payable monthly, quarterly, semi-annually, or annually?

- Monthly
- Quarterly
- Semi-Annually
- Annually

### What is the name of the HOA or Association Management Company?

### What is the name of the subdivision the property is located in?

### Who is the association contact person?

First Last

### What is the phone number for the HOA contact person?

-  -   
 ### ### ####

### What is the fax number for the HOA?

-  -   
 ### ### ####

### What is the email address for the HOA contact person?

### Home Warranty and Termite Information

Please answer the following items below if applicable.

**Is the Seller providing a home warranty?**

- YES
- NO

**If the seller is providing a home warranty, what is the name of the company providing the warranty?**

**If the seller is providing a home warranty, what is the premium?**

\$  .

Dollars                      Cents

**Is the seller providing a termite letter?**

- YES
- NO

**If the seller is providing a termite letter, what company are they using?**

**If the seller is providing a termite letter, what is the phone number for the company they are using?**

-  -

###                      ###                      ####

**If the seller is providing a termite letter, is the letter paid for?**

- YES
- NO

**If the letter is not paid for, what is the cost?**

\$  .

Dollars                      Cents