

# 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.**

**Your assigned Pre-Closer is**

**Will Seller(s) be present for closing?**

- YES, we will come into an office.
- NO, we will be requesting a Mail Away Closing (additional \$350.00 charge).
- NO, we will be requesting a Power of Attorney and assigning someone we know (additional \$100.00 charge).
- NO, we will be requesting a Power of Attorney and need you to hire a proxy for us (additional \$250.00 charge).

**Parkway will make and record 2 ID verification calls (via Zoom) for any party not attending closing in person.**

Is Seller's current address the same as the property being sold?

- Yes
- No

**Property Type \***

- Single Family Residence
- Townhome
- Condominium
- Mobile Home
- Subdivision Lot
- Vacant Land
- Multifamily Residence
- Commercial property

**Address of Property Being Sold \***

Street Address

City

State

Zip Code

**How is this property occupied? \***

- Seller Occupied
- Tenant Occupied \*we'll need lease info\*
- Unoccupied
- Other

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

First Name

Last Name

**Is Seller an Entity or Individual? \***

- Individual
- Entity

## Additional Questions



**Are the Seller(s) a Georgia Resident? \***

- Yes
- No

**Has the Seller(s) filed Georgia Tax Returns in the last two years? \***

Yes

No

Does the property have a mobile home or manufactured home? \*

Yes

No

Are the Seller(s) in or have they been in bankruptcy? \*

Yes

No

Are any of the Seller(s) deceased? \*

Yes

No

Have the Seller(s) had any name changes from when the property was purchased? \*

Yes

No

Are the Seller(s) divorced/divorcing?

Yes

No

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



Please provide the following payoff information below.

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

Is there a mortgage on the property? \*

- Yes
- No
- Not Applicable

Is there a second mortgage on the property? \*

- Yes
- No
- Not Applicable

Do you have a Home Equity Line of Credit? \*

- Yes
- No
- Not Applicable

Are you aware of any liens on the property? \*

- Yes
- No
- Not Applicable

Are you current on your mortgage payments? \*

- Yes
- No
- Not Applicable

Have you received any payment demands or foreclosure notices? \*

- Yes
- No
- Not Applicable

Have you entered into a forbearance agreement with your lender? \*

- Yes
- No
- Not Applicable

Name of the Water 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

Phone Number for Water Company

Please enter a valid phone number.

E-Mail for Water Company

example@example.com

## HOA Information



Are there HOA / Condo Association Dues? \*

- Yes
- No

## Home Warranty and Termite Information



Is the Seller providing a home warranty?

Yes

No

Is the seller providing a termite letter?

Yes

No

## Wiring Fraud Disclosure



Please be advised that there are scams which involve companies capturing information from unknown sources which could send you an email that appears to be from your real estate agent, closing attorney or the lender requesting that you wire/transfer funds to an account.

Fake emails attempting to get you to wire money to fraudsters are increasingly common in real estate transactions. Fraudsters are fraudulently assuming the online identity of the lenders, closing attorney, real estate agents and/or others with whom you are working in the real estate transaction. Posing as one of these closing partners, they can direct you to wire money to them. In many cases, the fake emails are sent from what appears to be the authentic web address of one of the companies that you are doing business with in the transaction and are sending the wiring instructions.

You should use great caution in wiring funds based solely on wiring instructions sent to you by any email or electronic request. Please independently verify the wiring instructions with a valid phone number from a verified employee of Parkway Law Group in order to prevent fraud and risk losing your funds to a fraudster. Please question and treat as highly suspect any follow up or later emails you receive from a mortgage lender, closing attorney, real estate agent, or any person involved in your transaction that is directing you to wire funds to a new place or new account number. OUR WIRE



INSTRUCTIONS WILL NOT CHANGE. Do not call a number or use an email that is on any revised, followup or new instructions that you receive at a later date since those are highly likely to be fake instructions and will give you a fake verification from a computer fraudster trying to divert your funds. Please always take a moment to verify the contact information and phone number of Parkway Law Group to be sure it is going to the right place.

If your closing is in one of our offices we require that you fill out and sign a wire authorization form at closing prior to our sending out your closing proceeds. If your closing is a remote, mail away or Power of Attorney closing we will not wire your proceeds until someone from our office has had the chance verify your wiring instructions with you directly, so please make yourself available by phone for this call.

## Wire Transfer Authorization & Agreement



How do you wish to receive funds?

- Wire Transfer
- Secure ACH transfer from Parkway Pay (could take 3-5 business days, potentially cheaper than a wire transfer).
- Check provided at closing or mailed if funding occurs at a later time

## Signature & 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 Signature \***