

One Closing Source, LLC

SELLER INFORMATION SHEET

THIS IS BEING SENT TO Email address:

GENERAL INFORMATION	Property Being Sold: _____ Primary residence <input type="checkbox"/>
	_____ Other _____
	Forwarding Address: _____

	(any refunds from closing or escrows will be sent to this address)
	Seller (1): _____
	Seller(2): _____
	Email Address(es): Seller (1) _____ Seller (2) _____
Phone Numbers: Cell _____ Work _____ Home _____	
Are the sellers Georgia residents? _____ yes _____ no	
Is City tax billed separate from the County Tax _____ yes _____ no	
Are any county or city taxes under appeal? _____ yes _____ no	

Water Servicer	Company Name: _____
	Phone No. _____ Account # _____
Information	Will you be present for Closing? _____ Yes _____ No
	If no, will a power of attorney be signing on your behalf? _____ Yes _____ No
	Power of Attorney Name: _____
If a Power of Attorney is signing on your behalf, we will prepare the necessary document. There will be a \$100.00 charge for the preparation of each Power of Attorney. Mail away preparation and handling will be \$225.00.	

For additional closing information, please call 770 931 9604

HOME OWNER'S
ASSOCIATION

Name of Management Company or Neighborhood Treasurer: _____

Contact Person: _____ Phone No.: _____

Email Address: _____ Fax No.: _____

Legal Info

Are you currently in bankruptcy? yes _____ no _____ If yes, please provide documentation.

Have you ever filed for divorce? yes _____ no _____ If yes, please provide documentation.

Termite Info

Termite Company or Home Warranty: _____

Phone Number: _____

Are you paying for a termite letter or transfer of bond or Home Warranty? Collect at closing? yes _____ no _____

Closing Info

Any other information you would like to provide:

Repair Bills

Are there any repair bills to be collected at closing? _____ Yes _____ No

If so, please provide amounts and vendor information in the lines below:

MORTGAGE PAYOFF INFORMATION

Please read and prepare this page carefully!

General
Information

Please make sure that your payoff information includes any Equity Lines including those which may have a zero balance. Also sign the authorization in order for us to obtain payoff information. It is essential that you provide your loan number, social security number and signature, as all lenders require this information in order to issue payoff letters. ****Please note if you have automatic withdrawals for your payoff please contact the lender and cancel the automatic payment at least five business days prior to closing**.** Please refrain from making any further withdrawals on open equity/credit lines.

Mortgage Payoff
formation

First Mortgage Company Name: _____

Phone No.: _____ Loan No.: _____

Estimated Amount: _____

Second Mortgage or Equity Line of Credit Company Name: _____

Phone No.: _____ Loan No.: _____

Estimated Amount: _____

Third Mortgage Company Name: _____

Phone No.: _____ Loan No.: _____

Estimated Amount: _____

AUTHORIZATION FORM

I hereby authorize the law firm of the Zdrilich Law Group, LLC to receive payoff information on the above referenced loans in order to obtain accurate mortgage payoffs for the sale of my house. In the event one of the above referenced loans is a home equity line of credit/credit line, this authorization shall immediately freeze said credit line upon issuance of lender's payoff statement demand.

Seller Name: _____

Seller Name: _____

Seller Signature _____

Seller Signature _____

Social Security #: _____

Social Security #: _____

PLEASE FILL AND SIGN. NO ELECTRONIC SIGNATURES ARE ACCEPTED. THANK YOU FOR YOUR COOPERATION.

Please provide a copy of your Owner's Title Insurance Policy or a copy of the Settlement Statement from when you purchased this property.