

## Buyer Information Sheet

Order Number : \_\_\_\_\_ Property Address: \_\_\_\_\_

Buyer Name(s): \_\_\_\_\_

Buyer(s) SSN/Tax ID/EIN: \_\_\_\_\_

Home Phone: \_\_\_\_\_ / \_\_\_\_\_ Work Phone: \_\_\_\_\_ / \_\_\_\_\_

Cell Phone: \_\_\_\_\_ / \_\_\_\_\_ Email Address: \_\_\_\_\_ / \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**If Buyer is a Corporation, Trust, LLC or other entity, please note that the By-Laws, Trust Agreement, or Operating Agreement will be required. Please send these documents via Messages as an Attachment in the TLW Law Live web-based portal.**

Individual signing for Entity and in what capacity: \_\_\_\_\_

Tax ID #: \_\_\_\_\_ Entity Address: \_\_\_\_\_

### Additional Information-Buyer

The closing has been tentatively scheduled for the date on your contract. Please select the closing time that is most convenient for you:

10:00 AM      11:00AM      12:00PM      1:00 PM      2:00 PM      3:00PM

At which TLW Law office do you prefer to close?    Blue Ridge    or    Ellijay

Will all buyers be present at closing? [ ] Yes [ ] No

If you are unable to attend the closing, please notify our office as soon as possible as there will be additional coordination, planning, and fees to consider. We may be able to offer you the option of closing with a Power of Attorney or Third-Party Signing depending on the nature of your transaction.

Will there be a *Power of Attorney* needed? [ ] Yes [ ] No

If yes, which Buyer(s) needs the power of attorney? \_\_\_\_\_

**Please note that if there is a Power of Attorney and/or a Quit Claim Deed required, please contact our office so we may discuss the procedures involved!! There will be a charge of \$60 for each Power of Attorney and/or Quit Claim Deed required for closing plus recording fees. If you already have a Power of Attorney, our office will need to review. Please send a copy asap. Please keep in mind that a power of attorney cannot be a party involved in the transaction: IE: the realtor or a member of the staff who works for the realtor.**

Who will be signing as the Attorney in Fact? \_\_\_\_\_

Who is your Lender? \_\_\_\_\_

Who is your Loan Officer? \_\_\_\_\_

Lender Phone #: \_\_\_\_\_ Lender Email Address: \_\_\_\_\_

**If you have any questions, feel free to call our office or email [blythe@tlwlaw.com](mailto:blythe@tlwlaw.com)**

**Phone: 706-946-6808 (request Pre-Closing)**

**Fax: 706-946-6809**