

Seller Information Sheet

File Number _____ **Property Address:** _____

Was the property the seller's primary residence: Yes _____ or No _____ Is the seller a resident of GA? Yes _____ or No _____

Seller's Name(s): _____

Seller SSN/Tax ID/EIN #: _____

Home #: _____ / _____ Work #: _____ / _____

Cell #: _____ / _____ Email: _____ / _____

Mailing Address: _____

If Seller is a Corporation, please note that the Operating Agreement is required. Please forward your Operating Agreement with this completed form.

Individual signing for Corp and title/authority: _____

Tax ID #: _____ Corp. Address: _____

Additional Property & Seller Information Required

Is there a Home Owner's Association? [] Yes [] NO Are the fees/dues/assessments Mandatory? [] Yes [] No

HOA Contact Person/Company Name: _____

HOA Contact Phone Number/email: _____ **Amount of Dues \$** _____

*** Please note there may be a fee associated with ordering the HOA closing letter. Please see the community disclosure attached to your contract for additional information on who will be paying this fee, if applicable. ***

Water Fees? [] Yes [] NO If yes, select one: Water [] Private [] Shared Well [] Public Water

Contact, Company, & Phone # for Water: _____

Will there be a Power of Attorney needed? [] Yes [] No If yes, who needs the power of attorney? _____

If so, who will be signing as the Attorney in Fact? _____

Please note that if there is a Power of Attorney and/or a Quit Claim Deed required, contact our office so we may discuss the procedures involved. There will be a charge of \$60 plus recording fees for each Power of Attorney and/or Quit Claim Deed required. 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.

Will all sellers be present at closing? [] Yes [] No If not, who? _____

Are any Owners Deceased? [] Yes [] No If yes, who is deceased? _____

(We will need a copy of the certified death certificate if one has not been recorded with the Clerk of Court)

Are any Owners Divorced? [] Yes [] No If yes, date of Final Decree? _____ (Please provide Copy)

Is the Property in the name of a Trust? [] Yes [] No (If so please provide a copy of the Trust Agreement with this form)

Has Bankruptcy been filed? [] Yes [] No

Are your property taxes under Appeal? [] Yes [] No

Once you have completed these forms please fax or email to our office to the contact listed below

Phone: 706-946-6808 Fax: 706-946-6809

Email: blythe@tlwlaw.com

File Number _____

Payoff Information-Seller-Please Type or Print Clearly and Fill Out Completely

1st Mortgage

Lender Name: _____

Lender Phone: _____

Loan #: _____

Is this an equity Line? Yes [] No []

2nd Mortgage

Lender Name: _____

Lender Phone: _____

Loan #: _____

Is this an equity Line? Yes [] No []

Signature(s) X _____

Social Security #: _____

(Printed name) _____

Date _____

Signature(s) X _____

Social Security #: _____

(Printed name) _____

Date _____

This is to authorize Terry Lee Wilson, LLC to obtain any information on my above referenced mortgage loan account. I further acknowledge and agree that applicable fees may be assessed to my account as a result of the third party's requests. Fees may be charged per item, per request and are subject to change.

This authorization does not expire until revoked by me.

At closing, do you wish to receive your proceeds by CHECK or Wire Transfer

If you wish to receive a wire transfer, we will need the following information (you can provide it on this form or bring the information separately to closing):

Name and physical address of the bank: _____

WIRE ROUTING Number or ABA : _____

Account Number : _____

Names exactly as they appear on the Account : _____

Your address for the account: _____

Any special instructions needed to send a wire to your bank. : i.e. call your bank and verify that they do not have an intermediary bank. If they do, get those specific instructions from your bank.

Once you have completed these forms please fax or email to our office to the contact listed below:

Email: blythe@tlwlaw.com

Phone: 706-946-6808

Fax: 706-946-6809