



Fee Simple Law

closings@feesimple.law | 470-769-9700

SELLER INFORMATION FORM

PROPERTY ADDRESS: _____
Street City State Zip Code

SELLER #1

NAME: _____ **SOCIAL SECURITY NO.:** _____

FORWARDING ADDRESS: _____
Street City State Zip Code

PHONE: _____ **WORK | CELL**

EMAIL: _____

Is Property Seller's Primary Residence? [] Yes [] No

Is the seller a non-natural person (i.e. a business entity, trust, estate)? [] YES NO []

If yes, please provide all entity documentation (i.e. Articles of Organization/Certification of Incorporation, Operating Agreement/By-Laws, Trust Agreement, Probate Order Signing Authority, and EIN).

SELLER #2

NAME: _____ **SOCIAL SECURITY NO.:** _____

FORWARDING ADDRESS: _____
Street City State Zip Code

PHONE: _____ **WORK | CELL**

EMAIL: _____

Is Property Seller's Primary Residence? [] Yes [] No

Is the seller a non-natural person (i.e. a business entity, trust, estate)? [] YES NO []

If yes, please provide all entity documentation (i.e. Articles of Organization/Certification of Incorporation, Operating Agreement/By-Laws, Trust Agreement, Probate Order, Signing Authority, and EIN).



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ADDITIONAL INFORMATION

1. If multiple Sellers, are Sellers married? YES NO

2. Is Seller a Georgia Resident? YES NO Seller 2? YES NO

3. Is Seller a U.S. Resident? YES NO Seller 2? YES NO

4. Is Seller a Resident Alien? YES NO Seller 2? YES NO

*If the Seller(s) does not have a Social Security Number or Tax Identification Number that was assigned by the U.S. Internal Revenue Service, please inform our office immediately.

5. Is Seller attending closing? YES NO Seller 2? YES NO

6. Will Seller(s) need a Power of Attorney ("POA")? YES NO

Name of Power of Attorney: _____

*Please note that all POAs must be reviewed and approved by our firm in before closing. Lender approval is also required for financed transactions. Original POAs must be brought to closing. Fee is \$75 per POA + \$25 recording fee per POA.

7. Will Seller(s) need a Mailaway closing? YES NO

*If you require a mail-away closing, please note that Georgia law requires that you sign documents in front of an attorney. The documents must be notarized and witnessed. Fee is \$200 for a mailaway closing.

8. Is Seller(s) using proceeds from this closing for another immediate closing?

YES NO

9. How would you like to receive your proceeds? Check Wire

10. Is there a pending or finalized divorce? YES NO

11. Is the property involved in probate? YES NO



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SELLER INFORMATION FORM

PROPERTY INFORMATION

1. Is there a Mandatory Homeowners or Condominium Association? YES NO

If Yes, please provide the contact information below:

Association Name: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

2. Is there a mobile home being sold with this property? YES NO

3. Name of water/sanitation company? _____ Phone: _____

4. Are there any other liens on the property? YES NO

If Yes, please list: _____

TERMITE LETTER

1. Will a Termite Letter be provided at closing? YES NO

If yes, who is paying for the letter? BUYER SELLER

2. Will the fee be collected at closing? YES NO

**Please provide us with a copy of the Termite Letter before closing.*

REPAIRS

1. Are there any invoices for repair to be paid at closing? YES NO

If yes, please provide copies of all invoices to our office in advance of closing.



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SELLER INFORMATION FORM

HOME WARRANTY

1. Will a Home Warranty be provided at closing? YES NO

2. Who will be paying for the Warranty? BUYER SELLER

3. Who will be ordering the Warranty? _____

4. What is the name of the Warranty Company? _____

5. What is the amount of the Premium for the Warranty? _____

MORTGAGE PAYOFFS

Privacy laws require signed authorizations for written payoffs to be provided to our Firm. Please complete, sign and email to us the attached Authorization to Release Payoff Information form along with this information sheet.

**Please let us know if there are more than two mortgages to be paid off at closing.*

FOR A SMOOTH CLOSING

ID: All sellers must bring a valid, government issued ID.

FUNDS TO CLOSE: Any amount over \$5,000 must be wired. We do NOT accept ACH or Electronic Transfer payments. Any amount under \$5,000 must be in the form of certified funds. Please note wires should be initiated no later than a day before the closing. This ensures our receipt of your funds by your closing time. Failure to wire funds will cause a delay in closing. Our wire instructions are attached. Please call to verify our wire instructions before wiring any funds. We are not responsible for any misdirected funds that do not reach our Escrow Account.

IMPORTANT: Please email this completed form to CLOSINGS@FEESIMPLE.LAW within 2 days of receipt. If you have any questions, please give us a call at 470-769-9700. We appreciate your cooperation and look forward to MEETING YOU AT THE CLOSING TABLE!

RETURN THIS FORM TO CLOSINGS@FEESIMPLE.LAW WITHIN 2 DAYS OF RECEIPT



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AUTHORIZATION TO RELEASE PAYOFF INFORMATION

LENDER NAME: _____

ACCOUNT NUMBER: _____

PHONE: _____

Is this a: _____ First Mortgage _____ Second Mortgage

 _____ Third Mortgage _____ Home Equity Line

BORROWER NAME: _____ SSN: _____

BORROWER NAME: _____ SSN: _____

PROPERTY ADDRESS: _____

SETTLEMENT AGENT: Fee Simple Law

The undersigned hereby authorize the above-referenced Lender to release to Fee Simple Law and any of its employees and agents acting on its behalf all payoff information associated with the loan account referenced above. Please furnish all pertinent information to Fee Simple Law as they may require.

If this account allows for advances of a credit line, the undersigned request and authorize Lender to block this account against all future draws. If Lender makes additional advances, they will not be secured by the above-referenced Property. Upon issuance of a payoff statement and receipt of payment based upon that statement, Lender will be obligated to release the Security Instrument securing the line of credit.

A photocopy of this Authorization bearing the signature of the undersigned may be deemed the equivalent of the original. Borrower: (All Borrowers on the above-referenced loan must sign)

SIGN: _____

DATE: _____

SIGN: _____

DATE: _____

Digital Signatures are NOT Permitted