



PHONE: 770-904-5210 FAX: 770-904-5217
closingpackages@shafritz-dean.com

PRE- CLOSING INFORMATION- SELLER INFORMATION

IMPORTANT: Please fill in this information and return within 48hours. We appreciate your cooperation and look forward to working with you! Please e-mail this or fax it to the information provided above.

1. PROPERTY ADDRESS: \_\_\_\_\_

2. Seller #1: \_\_\_\_\_ 3. SS#/Tax ID # \_\_\_\_\_

4. Telephone: (Work) \_\_\_\_\_ (Home) \_\_\_\_\_

5 Email Address: \_\_\_\_\_

6. Is the property the Seller's primary residence? [ ] Yes No [ ]

7. Seller is a GA resident? [ ] Yes No [ ]

8. Is the Seller a U.S. Citizen? [ ] Yes No [ ]

9. Is the Seller a Resident Alien? [ ] Yes No [ ]

10. Seller #2: \_\_\_\_\_ 11. SS#/Tax ID # \_\_\_\_\_

12. Telephone: (Work) \_\_\_\_\_ (Home) \_\_\_\_\_

13. Email Address: \_\_\_\_\_

14. . Is the property the Seller's primary residence? [ ] Yes No [ ]

15. Seller is a GA resident? [ ] Yes No [ ]

16. Is the Seller a U.S. Citizen? [ ] Yes No [ ]

17. Is the Seller a Resident Alien? [ ] Yes No [ ]

Property Information:

18. Is there a Mandatory Association for the property? [ ] Yes No [ ]

Association Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail \_\_\_\_\_

19. If Multiple Sellers, are they married? [ ] Yes No [ ]

20. Seller Forwarding Address : \_\_\_\_\_

Additional Information:

21. Will the Sellers attend the closing [ ] Yes No [ ]

22. Do the seller's prefer a wire for their proceeds if applicable? [ ] Yes No [ ]

(If you answer yes, please provide a VOIDED check in the name(s) of the seller)

23. Is a Power of Attorney (POA) needed? [ ] Yes No [ ]

\*Please note that all POA' must be reviewed and approved by our firm in advance of closing. Original POAs must be brought to closing, unless otherwise discussed.

24. Are Sellers using proceeds from this closing for another immediate closing?  Yes No

(If you answer this question yes – we must receive your funds by wire. We do not accept other law firm or title company checks for same day funding?)

25. Is the seller any person other than a natural person (i.e. a corporation, limited liability company, trust, estate, etc.?)  Yes No

(If you answer yes, please provide all documentation on the person (i.e. Articles of Organization, trust documents, Will etc.)

26. Is the property involved in probate?  Yes No

27. Is there a pending or finalized divorce?  Yes No

28. Have there been in recent changes to who holds title on this property? If so, please explain?

29. Do you have any know loans outstanding against this property?  Yes No

(If you answer yes to this question, please complete the information below)

**Payoff #1 Information:**

30. Lender Name: \_\_\_\_\_

31. Loan Account: \_\_\_\_\_

32. Phone: \_\_\_\_\_

33. Is this loan a:      First Mortgage \_\_\_\_\_      Second Mortgage \_\_\_\_\_  
   Third Mortgage \_\_\_\_\_      Equity Line \_\_\_\_\_

**\*\*\* If this is a Home Equity Line of Credit (HELOC) please contact your lender and “freeze the account” immediately. Failure to do this may result in a delay in your closing. Our firm will order a payoff and if you use the HELOC subsequent to today, you MUST notify us so we may update the payoff.**

**Payoff # 2 Information**

34. Lender Name: \_\_\_\_\_

35. Loan Account: \_\_\_\_\_

36. Phone: \_\_\_\_\_

37. Is this loan a:      First Mortgage \_\_\_\_\_      Second Mortgage \_\_\_\_\_  
   Third Mortgage \_\_\_\_\_      Equity Line \_\_\_\_\_

**\*\*\* If this is a Home Equity Line of Credit (HELOC) please contact your lender and “freeze the account” immediately. Failure to do this may result in a delay in your closing. Our firm will order a payoff and if you use the HELOC subsequent to today, you MUST notify us so we may update the payoff.**

**NOTE: IF YOU HAVE MORE THAN TWO OUTSTANDING LOANS AGAINST THIS PROPERTY, PLEASE PROVIDE THE SAME INFORMATION AS REQUESTED ABOVE.**

38. HAVE YOU DONE ANY WORK TO THE PROPERTY WITHIN THE PAST 90 DAYS?  
 Yes No

39. If you answered yes to question 38. Above? Have you paid all amounts owed for the work completed?  Yes No

40. Are there any judgments, liens or other encumbrance to the property?  Yes No  If you answer yes to this question, please provide any details you have so we may work to address this matter well in advance of closing.

**AUTHORIZATION TO RELEASE PAYOFF INFORMATION:**

*The undersigned hereby authorizes the above Lender to release to Shafritz & Dean, LLC., and to any of its employees and agents acting on its behalf any and all payoff information associated with the loan account referenced above.*

*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.*

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

**WIRE INSTRUCTIONS**

**Account Name:**           Shafritz & Dean, LLC

**Bank Name:**             SunTrust Bank, Atlanta, GA

**Bank Address:**         1730 Mt. Vernon Road, Suite C  
                                  Dunwoody, GA 30338

**ABA#:**                    061000104

**Account#:**            1000064274102

**PLEASE REFERENCE PROPERTY ADDRESS AND SENDER'S NAME**

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