

Information for Sellers

- **Seller Information Sheet** The Seller or Seller's agent will be provided with an information request document requesting current mortgage information, hoa information and an authorization to obtain your payoffs. Please provide the information sheet to our office as soon as possible to avoid a delay in closing. *A copy of the information sheet is available on this website.*
- **Identification** A government issued id such as a driver's license or passport is required at closing
- **Documents Required pursuant to contract** Seller or Sellers Agent should bring all documents required pursuant to contract to closing such as a **termite letter** and **home warranty**. *These documents should be faxed prior to closing to avoid a delay at closing.*
- **Keys** The Seller should bring keys to the home and provide purchaser with information as to the location of garage door openers, warranties, surveys and other items that will remain with the home.
- **Power of Attorney** If a party is signing via power of attorney, the power of attorney must be approved by our office and the lender prior to closing. Please contact our office as soon as possible if you intend to use a power of attorney.

- **Funds for closing** If funds are due from the Seller at closing, they must be wired into our account. Recent changes in Georgia law require funds received in our account prior to disbursing funds at the closing table. *Wiring instructions will be sent to you or your agent and may also be printed from this website.*
- **Certificate of Occupancy** (New Construction only) The Certificate of Occupancy should be delivered to the closing attorney at the closing table.