

THE GURVEY LAW GROUP, PC

1141 Sheridan Road
Atlanta, Georgia 30324
404-997-8569
FAX: 404-759-2006
closings@gurveylaw.com

REFINANCE
PRE-CLOSING – OWNER INFORMATION

PLEASE FILL IN THIS INFORMATION AND RETURN IT AS SOON AS POSSIBLE

PROPERTY ADDRESS BEING REFINANCED: _____

Mailing Address : _____

Is there a Mandatory Association? (HOA, COA, PUD)

Association Name: _____

Contact Person: _____

Phone: _____ E-Mail _____

Has any work been done to the property within the past 90 days? Yes No

- Have you paid all amounts owed for the work? Yes No
- Are there any judgments, liens or other encumbrance to the property? Yes No
(Please provide any details you have so we may work to address this matter well in advance of closing.)

DEBT: Do you have any or know about any loans outstanding against this property? Yes No

If YES: Payoff #1 Information: Lender Name: _____

Loan Account: _____

Phone: _____

Is this loan a: First Mortgage _____ Second Mortgage _____ Equity Line _____

Payoff # 2 Information: Lender Name: _____

Loan Account: _____

Phone: _____

Is this loan a: First Mortgage _____ Second Mortgage _____ Equity Line _____

***** IF ANY LOAN IS AN EQUITY LINE OR LINE OF CREDIT (AKA HELOC) PLEASE CONTACT YOUR LENDER AND “FREEZE” THE ACCOUNT. ANY ADDITIONAL USE OF THE ACCOUNT PRIOR TO CLOSING MUST BE DISCLOSED TO THE FIRM AND MAY DELAY CLOSING *****

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

AUTHORIZATION TO RELEASE INFORMATION
FOR THE AFOREMENTIONED DEBTS IS ON THE THIRD PAGE

OWNERSHIP:

Title is vested in the following name(s): _____

Owner #1: _____

DOB: _____ SS#/Tax ID # _____

* If the Owner is an LLC, Corporation, Trust or Estate, please provide all applicable documents as soon as possible (ie., operating agreement, By Laws, Probate, Etc.)

Is the Owner ... a Georgia Resident? Yes No ... a US. Citizen? Yes No ... a Resident Alien? Yes No

Telephone #s: _____ Email Address: _____

Owner #2: _____

DOB: _____ SS#/Tax ID # _____

* If the Owner is an LLC, Corporation, Trust or Estate, please provide all applicable documents as soon as possible (ie., operating agreement, By Laws, Probate, Etc.)

Is the Owner ... a Georgia Resident? Yes No ... a US. Citizen? Yes No ... a Resident Alien? Yes No

Telephone #s: _____ Email Address: _____

- If Multiple Owners, are they/you married? Yes No
- Is there a pending or finalized divorce? Yes No
- Is any owner involved in an active Bankruptcy? Yes No
- Have there been in recent changes to who holds title on this property? If so, please explain?
- Are any of the legal owners of the property deceased? Yes No
 - IF YES ... Please provide a copy of the death certificate
 - Has probate been filed? Yes No If yes, please provide copies.

CLOSING: Will the Owners attend the closing? Yes No

Is a Power of Attorney (POA) needed? Yes No

ALL POAs MUST BE REVIEWED AND APPROVED IN ADVANCE OF CLOSING. ORIGINAL POAs MUST BE BROUGHT TO CLOSING

Do the Owner's prefer a wire for their proceeds if applicable? Yes No

... IF YES PLEASE PROVIDE A VOIDED CHECK IN THE NAME(S) OF THE OWNER

Are all loans on the property current? Yes No If No, when was the last payment made? _____

Have you received any notice of Foreclosure? Yes No If Yes, when is the sale? _____

Is the water bill paid current on the property? Yes No

Any Code Violations or notices from the City/County? Yes No Please provide us a copy of any Notice.

Are there any tenants / renters in possession of the property? Yes No

If Yes, a) please provide us a copy of the lease.

b) Names of Tenants: _____

Monthly Rent: \$ _____ Security Deposit you are holding: \$ _____

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TO:

RE: _____(property)

AUTHORIZATION TO RELEASE PAYOFF/LOAN/LIEN INFORMATION

The undersigned authorizes the above Lender/Lien Holder to release to **THE GURVEY LAW GROUP, PC** and to any of its employees and agents acting on its behalf, any and all payoff information associated with the loan account(s) referenced above. I further authorize you to discuss any matter related to this account with The Gurvey Law Group, PC including, if necessary, negotiating a payoff. Any correspondence and documentation may be emailed to the law office at whatever email or physical address they provide.

A copy of this Authorization shall be as effective as the original.

If this account allows for advances of a credit line, the undersigned requests and directs the Lender to close this account and/or 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 provided to the law firm, Lender within 60 days from receipt of payment, according to OCGA § 44-14-3, "shall cause to be furnished to the clerk of the superior court of the county or counties in which the instrument is recorded a legally sufficient satisfaction or cancellation to authorize and direct the clerk or clerks to cancel the instrument of record."

SIGNATURE Date

SIGNATURE Date

PRINT NAME

PRINT NAME

SS#: _____

SS#: _____