

The Gurvey Law Group, PC
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Atlanta, Georgia 30319
404-997-8569
closings@gurveylaw.com

PRE-CLOSING - SELLER INFORMATION

PROPERTY: ADDRESS: _____

Forwarding Address: _____

CLOSING: Will the Sellers attend the closing? ☐ Yes ☐ No

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

Association Name: _____

Contact Person: _____

Phone: _____ E-Mail _____

Seller #1: _____ SS#/Tax ID # _____

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

Is the Seller...Georgia Resident? ☐ Yes ☐ No ; US. Citizen? ☐ Yes ☐ No ; a Resident Alien? ☐ Yes ☐ No

Telephone #s: _____ Email Address: _____

Seller #2: _____ SS#/Tax ID # _____

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

Is the Seller...Georgia Resident? ☐ Yes ☐ No ; US. Citizen? ☐ Yes ☐ No ; a Resident Alien? ☐ Yes ☐ No

Telephone #s: _____ Email Address: _____

- If Multiple Sellers, are they/you married? ☐ Yes ☐ No
- Is the property involved in **PROBATE**? ☐ Yes ☐ No
- Is there a pending or finalized **DIVORCE**? ☐ Yes ☐ No
- Is ANY owner involved in an active **BANKRUPTCY**? ☐ Yes ☐ No
- Has TITLE changed or deeds signed recently? ☐ Yes ☐ No
- 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 or liens on the property? ☐ Yes ☐ No
- At an additional fee, do you need us to prepare a Power of Attorney (POA)? ☐ Yes ☐ No

(ALL POAs MUST BE REVIEWED AND APPROVED IN ADVANCE OF CLOSING)

PAYOFFS AND AUTHORIZATION

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 AGAINST THIS PROPERTY, PLEASE PROVIDE THE SAME INFORMATION AS REQUESTED ABOVE.

AUTHORIZATION TO RELEASE PAYOFF INFORMATION

RE: _____

The undersigned hereby authorizes the above Lender 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. 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 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
Date

SIGNATURE
Date

SS#	DOB
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SS#