

**The Gurvey Law Group, PC**

1141 Sheridan Road  
Atlanta, Georgia 30324  
404-997-8569  
[closings@gurveylaw.com](mailto:closings@gurveylaw.com)

**PRE-CLOSING - SELLER INFORMATION**

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

*The standard for Georgia closings is to have all parties together at a scheduled time to sign with any Seller proceeds delivered by check. **For a standard closing - our firm does not charge Sellers any fees at closing.** Exceptions are as follows: \$25 wire fee per wire for us wiring funds (including payoffs); \$25 overnight/delivery fee as necessary for payoffs or sending documents; \$100 split closing fee for scheduling parties to sign separately from each other; \$150 mail-away fee; \$75 processing for required non-resident tax; \$75 for POA or secondary deeds; other title clearance fees as required.*

**PROPERTY ADDRESS BEING SOLD:** \_\_\_\_\_

**Mailing/Forwarding 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): \_\_\_\_\_

Seller #1: \_\_\_\_\_

DOB: \_\_\_\_\_ SS#/Tax ID # \_\_\_\_\_

\* If the Seller 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 Seller ... a Georgia Resident?  Yes  No ... a US. Citizen?  Yes  No ... a Resident Alien?  Yes  No

Telephone #s: \_\_\_\_\_ Email Address: \_\_\_\_\_

Seller #2: \_\_\_\_\_

DOB: \_\_\_\_\_ SS#/Tax ID # \_\_\_\_\_

\* If the Seller 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 Seller ... a Georgia Resident?  Yes  No ... a US. Citizen?  Yes  No ... a Resident Alien?  Yes  No

Telephone #s: \_\_\_\_\_ Email Address: \_\_\_\_\_

- If Multiple Sellers, 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.

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**CLOSING: Will the Sellers 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 Seller's prefer a wire for their proceeds if applicable?  Yes  No

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

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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#: \_\_\_\_\_