

DONNER LAW LLC

A T T O R N E Y S A T L A W

3717 Vineville Avenue Macon, Georgia 31204
phone 478.405.9001 | real estate fax 478.405.9004

SELLER'S INFORMATION AND AUTHORIZATION FORM

Please email completed forms to re@donnerlawllc.com.

If you have any questions, please reach out to our office at (478) 405-9001.

PROPERTY ADDRESS: _____

1. Seller's Name(s): _____
 - a. Has your name changed since you acquired the property? ____ yes ____ no
 - b. If one or more of the property owners are deceased, please contact our office to obtain specific requirements.
 - c. If the property is titled in an LLC, Partnership, Trust, Corporation, or Estate, please provide the following:
 - i. LLC: Copy of the Operating Agreement and/or Consent Resolution.
 - ii. Corporation: Copy of the By-Laws and/or Corporate Resolution.
 - iii. Trust: Copy of the Trust Agreement.
 - iv. Partnership: Copy of the Partnership Agreement.
 - v. Estate: Copy of Letters Testamentary or Letters of Administration.
2. Please bring your identification with you to closing. The identification must be current (not expired), contain a photo, and your signature. Examples of acceptable identification include:
 - a. State Issued Identification Card
 - b. State Issued Driver's License
 - c. Passport
 - d. Military ID
3. Social Security Number(s): _____

We must have socials to order your payoff and for tax purposes. If property is titled in an LLC, Partnership, Trust, Corporation, or Estate, please provide the Tax ID Number for the Entity holding title.
4. Phone Number(s): _____
5. Email Address(es): _____
6. Please provide us with a forwarding mailing address, other than the address of the property being sold:

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7. What state were you a resident of as of December 31st of last year?

*If not Georgia, you may be subject to non-residency withholding requirements.
We will provide the residency information, if needed, prior to closing.*

8. **Mortgage Information:** Please complete the following information, which will allow us to obtain the mortgage payoff statement(s) on your behalf.

First Mortgage Company: _____

Loan Number: _____

Phone Number: _____

Second Mortgage or Home Equity Company (if applicable):

Loan Number: _____

Phone Number: _____

9. Is the property part of a **Homeowner's Association**? ___ yes ___ no

Please note that it will be your responsibility as the Seller to provide our office with closing information from your Homeowner's Association.

- a. If yes, please answer the following:

i. How much are the annual dues? _____

ii. When are they due? _____

iii. Is the current year paid? _____

iv. Is there an initiation or transfer fee? _____

- b. Contact Information for the Association (Name, Address, Telephone Number, etc. where Association Dues are Sent):

HOA Name and Mailing Address:

HOA Contact Name: _____

HOA Contact Telephone Number: _____

HOA Email Address: _____

10. If the property is currently leased or rented, please provide a copy of the current lease(s) and whether tenant(s) is/are current on payments.

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11. As the Seller, we assume you will be attending the closing. However, if you will not be attending the closing, please select the option that works best for you:
- a. Yes, I'll be at closing.
 - b. No, I can't be there in person.

If not physically attending closing, please select from the following options:

- i. **Appoint a Specific Power of Attorney** to sign on your behalf. The fee for us to draft and record the Specific Power of Attorney is \$150.00. If you already have a Power of Attorney in place, we must receive a copy to review and approve prior to closing.
My Power of Attorney's Legal Name is:

- ii. **Email Closing Documents.** Once we have all final closing documents, we will email them to you with detailed instructions for you to print and sign in front of a Witness and Notary Public. The fee for an Email Out Closing is \$175, which includes us sending your proceeds to you by UPS.
Please email closing documents to:

- iii. **Mail Closing Documents.** We will overnight the closing documents with detailed instructions to you and you will sign in front of a Witness and Notary Public. The fee for a Mail Out Closing is \$200, which includes us sending the closing documents to you and sending your proceeds to you by UPS.

12. How should we deliver your money to you?

- check at closing
- overnight mail a check to the following address (fee applies):

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BORROWER'S AUTHORIZATION:

The undersigned hereby authorizes the law office of Donner Law LLC, and its employees, to obtain payoff information on any liens regarding my sale of the property hereinabove—including signing on my behalf a request to my lender for a written payoff statement. In the event the undersigned has any equity line loan against the property being sold, the undersigned sellers agree that upon signing below, sellers agree to the freezing of this equity line loan and agree to discontinue any use of this equity line.

Undersigned hereby direct the following to any equity line lienholder: Please be advised that this letter authorizes you to freeze the referenced credit line upon issuance of your payoff statement demand. If you require further authorization, please contact the undersigned immediately.

Payment pursuant to your payoff statement (demand) will eliminate any security interest you have in the property in question. To avoid unsecured additional advances, the account must be frozen upon issuance of your payoff demand. If you made any additional advances, they will not be secured by the subject property. We will be completing an escrow/closing transaction involving a new owner or lender in reliance on the release of your security interest in the property. Upon payment, you will be obligated to issue a release of the deed to secure debt securing the line of credit.

Signature

*your lender will not accept an e-signature, it must be a hard/wet signature

Signature