



@ BROWNE & PRICE P.A.

UNIVERSAL INFORMATION SHEET FOR BUYER / SELLER / BORROWER

📍 881 Ponce de Leon Ave, Atlanta, GA 30306

☎ (678) 732-0449 | 📠 (678) 723-4965

✉ info@theclosing.house

Transaction Role (check one):

☐ Buyer ☐ Seller ☐ Borrower (Refinance)

Property Address Being Closed:

Party 1 Information

Full Legal Name: _____

Is this party an individual or entity?

☐ Individual ☐ LLC ☐ Corporation (Inc.) ☐ Trust ☐ Other: _____

If LLC, Inc., or Trust, please provide a copy of:

- Articles of Organization or Incorporation
- Operating Agreement or Corporate Resolution
- Trust Instrument

SSN or EIN (Required): _____

Phone Numbers: (Home) _____ (Work) _____ (Cell) _____

Email Address: _____

Mailing/Forwarding Address (if different): _____

Party 2 Information (if applicable)

Full Legal Name: _____

Is this party an individual or entity?

☐ Individual ☐ LLC ☐ Corporation (Inc.) ☐ Trust ☐ Other: _____

Entity parties must also submit required documents as listed above.

SSN or EIN (Required): _____

Phone Numbers: (Home) _____ (Work) _____ (Cell) _____

Email Address: _____

Mailing/Forwarding Address (if different): _____

Closing Logistics

- Will all parties be present at closing? ☐ Yes ☐ No
If No, indicate: ☐ Power of Attorney ☐ Mail-Away (*fees apply*)
- Preferred method of receiving proceeds (if applicable):
☐ Check ☐ Wire (account info must be confirmed by phone)

If Buyer or Borrower

- Buyer's Agent Contact Info:
Phone: _____ Email: _____
- Loan Officer Info (if applicable):
Name: _____ Phone: _____
Email: _____
- Investment Property? ☐ Yes ☐ No
If Yes, provide investor mailing address: _____

If Seller

- Is this your primary residence? ☐ Yes ☐ No
If not, was it your primary for 2 of the past 5 years? ☐ Yes ☐ No
- Property Type: ☐ Residential ☐ Commercial ☐ Vacant Land
- Water Serviced By: ☐ City ☐ County ☐ HOA ☐ Private
If Private, provide account # and copy of last bill: _____

- HOA/Condo Association? ☐ Yes ☐ No

Mgmt Co. Name: _____ Phone: _____

Email: _____ Dues: \$ _____ Paid: ☐ M ☐ Q ☐ Y

Please notify us if any of the following apply:

- ☐ Divorce pending ☐ Bankruptcy ☐ Probate ☐ 1031 Exchange
- ☐ Corporate Relocation ☐ Mobile Home

Payoff Authorization (Sellers only)

- 1st Mortgage Lender: _____ Loan #: _____
Phone: _____
- 2nd Mortgage Lender: _____ Loan #: _____
Phone: _____

☐ I/We authorize The Closing House @ Browne and Price P.A. to obtain payoff/title info and communicate with lenders as needed.

☐ I/We authorize any prior closing attorney/title insurer to release title policy info/documents.

If you have a HELOC, you must contact the lender directly to freeze/close the account immediately.

Authorized Signers (If Entity/Trust)

- Name: _____ Title/Role: _____
- Name: _____ Title/Role: _____

Signatures

By signing, you certify the accuracy of this information and authorize the firm to obtain necessary documents for your closing.

Signature: _____ Date: _____

Signature: _____ Date: _____