



PARTNERSHIP TITLE COMPANY LLC
LAW OFFICE OF KIRSTEN MILLER, PC
2921 PIEDMONT ROAD, SUITE B, ATLANTA, GEORGIA 30305
PHONE (404) 207-1620 • FAX (404) 207-1624

BUYER/BORROWER CLOSING INFORMATION

- **IDENTIFICATION:** Bring to closing a government issued picture ID (driver's license or passport). Some lenders require two forms of ID so check with your lender or bring two forms with you to be safe.
- **FUNDS TO CLOSE:** Any amount over \$5,000 must be wired. Your Good Faith Estimate from your lender will give you a good idea of the amount you will need to bring to closing, and your loan officer or our firm can give you a more accurate amount closer to your closing date. Please note that we cannot accept ACH or Electronic transfers – it must be sent in the form of a wire, and almost all banks require that you go to the branch in person to request and initiate a wire. You will want to initiate your wire transfer in plenty of time to have your funds reach our account prior to closing, and it is best to bring your checkbook to closing in the event there are any changes. In the event you wire more than you owe at closing, we will cut you a check back at closing. We accept personal checks from local banks in amounts under \$500.00 and we accept Certified or Official Checks from US Banks for amounts under \$5,000.00. Checks can be made payable to Partnership Title Company, LLC. Please contact our office for wiring instructions.
- **POWER-OF-ATTORNEY:** If the buyer/borrower is unable to attend closing, we can prepare a Power of Attorney (POA). Please let us know as soon as possible if a POA is required as lenders will require POA approval well in advance of closing. We will provide you with the POA and specific execution instructions in a timely fashion. Please note there is an \$85 fee for POA preparation and recording. For those who already have a general or durable POA, please send it to us for review, but note that many of these POAs do not comply with Georgia Real Estate Power of Attorney requirements and it is always best to have our office prepare a specific POA.
- **HOMEOWNER'S INSURANCE POLICY:** A copy of the declaration page should be provided to the lender and closing attorney prior to the closing to ensure that the coverage amount is acceptable to the lender. A paid receipt is necessary to prevent the need to collect the insurance premium at closing.
- **OTHER DOCUMENTS:** Please check with your lender if they require any other documents should be brought to closing such as pay stubs, bank statements, gift letter or proof of sale of prior residence.
- **BUYER/BORROWER INFORMATION FORM:** Please fill out the attached "Buyer/Borrower Information Form" (page 2) and return it to us as soon as possible.
- **MAIL AWAY:** If you require a mail-away, please note that if there is a loan involved and you have to sign a security deed, Georgia law requires that you sign that deed in front of any attorney. It does not have to be a real estate attorney, but the presence of attorney is required at your signing under GA law. We charge a mail away fee of \$100, and the attorney who you sign in front of may charge you a fee as well. For this reason, if you cannot attend closing in person, you may want to consider a power of attorney as this option is typically less expensive.
- **CORPORATE ENTITIES / TRUST:** Please see our "CORPORATE ENTITY / TRUST" attachment if you are buying property or refinancing in the name of a Trust, Corporation, LLC, LP, etc. (anything other than your individual name).
- **DIRECTIONS:** Specific directions to our office are attached to this sheet. Please note that GPS systems do not always accurately locate our office location so it is best to use our instructions, particularly to help you find our office once you are inside our office complex.



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BUYER/BORROWER INFORMATION FORM

FILE NUMBER: _____
(for office use only)

Congratulations on your upcoming closing! To help ensure a smooth closing, please return this form to mcruz@partnershiptitle.com or jbrewer@partnershiptitle.com or fax to 404-207-1624.

Name: _____ Contact Number: _____

Email address: _____

Mailing address for
correspondence after closing: _____
(if different than property address)

If an entity is purchasing the property, please provide the following:

Company name: _____ Person signing at closing: _____

(Please see our "CORPORATE ENTITY / TRUST" attachment if you are buying property or refinancing in the name of a Trust, Corporation, LLC, LP, etc. (anything other than your individual name))

Would you like us to request a survey of the property: Yes / No (circle one)
(If yes, we will have the surveyor contact you directly to arrange for payment)

Will you need a Power of Attorney to sign on your behalf: Yes / No (circle one)

If yes, please provide the name of the person will sign on your behalf:

(Please note: if you are borrowing money to purchase the property your lender will need to approve the POA prior to closing. Also, we charge a \$85.00 fee for preparing/handling/recording the POA)



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DIRECTIONS

***(Please note directions at bottom of page once you turn in the office complex)**

From North Atlanta area (Dunwoody, Roswell, Alpharetta)

1. Follow 400 South
2. Take Exit #2 Lenox Road toward Buckhead (Turn Right)
3. Turn Left on Piedmont Road
4. Go approximately 1 mile and Monteith Commons office complex will be on your left.

From Northeast Atlanta (Norcross, Duluth, Suwanee)

1. Follow 85 South
2. Take Exit #88 toward Georgia 400N/Cheshire Bridge/Lenox
3. Turn Right on Lenox Road (0.1 mile)
4. Turn Left on Buford Highway Connector (0.2 mile)
5. Veer right and continue on Sidney Marcus Blvd toward Piedmont Rd (0.7 mile)
6. Turn Right on Piedmont Road (0.6 mile)
7. Monteith Commons Office complex will be on your right.

From Northwest Atlanta (Marietta, Acworth, Woodstock)

1. Follow 75 South
2. Take Exit #255 West Paces Ferry
3. Turn left on West Paces Ferry and continue several miles until you reach Peachtree (3.2 miles).
4. Continue on East Paces Ferry Rd (.6 miles)
5. Turn Right on Piedmont Road
6. Go approximately a third of a mile and Monteith Commons Office complex will be on your left.

From Downtown or South Atlanta

1. Follow 75 or 85 North
2. Follow 85 North
3. Take the exit for Georgia 400 North
4. Take Exit #2 Lenox/Peachtree Road
5. Take a left onto Lenox Rd toward Piedmont Road (.3)
6. Take a Left on Piedmont Road
7. Go approximately one mile and the Monteith Commons office complex will be on the left.

***Once inside Monteith Commons, turn left, then take an immediate right at the directory and follow the driveway around to the third building on your left. Our Building says 2921, has white columns, black shutters, and The Partnership Title Co. sign is on the front of the building to the right of the door.**