



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

## SELLER CLOSING INFORMATION

- **IDENTIFICATION:** Bring to closing a government issued picture ID (driver's license or passport).
- **SELLER INFORMATION FORM:** Fill out the attached "Seller Information Form." It is critical that you return this to us as soon as possible. Delaying return of the needed information could result in additional fees from your lender and/or Homeowner's Association for rush requests.
- **FUNDS FROM CLOSING:** There is a section on the Seller Information Form for you to complete if you would like your funds wired.
- **FUNDS TO CLOSE:** In the event that the seller must bring money to close, any funds must be in the form of certified funds (certified check, cashier's check or money order), and any amount over \$5,000 must be wired. 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.
- **POWER-OF-ATTORNEY:** If the Seller is unable to attend the closing, we can prepare a Power of Attorney (POA). Please let us know as soon as possible if a POA is required so we can 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 to 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.
- **NON-GA RESIDENT:** If the Seller is not a Georgia resident, the Seller may be subject to withholding tax. The Seller is required to fill out Non-GA forms for tax purposes. Please notify our office and we will provide these forms to you. Please note that our office cannot assist you in filling out these forms as these forms require tax information/expertise. We recommend that you consult with your accountant when filling out these forms. Please note that the "Affidavit of Seller's Gain" form must be notarized.
- **NON-US RESIDENT:** If the Seller is not a US citizen or entity, the Seller may be subject to U.S. withholding tax. Please contact us for the necessary forms.
- **MAIL AWAY:** If you require a mail-away, please note that Georgia law requires that you sign the deed conveying title to the buyer in front of an attorney. It does not have to be a real estate attorney, but the presence of attorney – and not just a notary - is required at your signing. 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, you may want to consider a power of attorney as this option is typically less expensive.
- **CORPORATE ENTITY / TRUST:** Please see our "CORPORATE ENTITY / TRUST" attachment if you are closing in the name of a Trust, Corporation, LLC, LP, etc. (anything other than your individual name)
- **DIRECTIONS:** Specific directions 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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## SELLER INFORMATION FORM

Thank you for granting us the opportunity to perform your closing! To facilitate our efforts to prepare the file for closing as promptly and accurately as possible, please return the requested information as soon as you can to:

**FAX TO 404-207-1624 or EMAIL TO MCRUZ@PARTNERSHIPTITLE.COM**

CLOSING DATE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

SELLER(S): Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Note: If the Seller is an entity (corporation, LLC, trust, estate...) please provide: EIN / Tax ID#: \_\_\_\_\_

Who will be attending closing for the entity: Name: \_\_\_\_\_ Title: \_\_\_\_\_

***If closing in the name of a Corporate Entity or Trust, we must receive the signer's proof of authority to sign on behalf of the entity prior to the closing. Please see the "Corporate Entity / Trust" attachment for the information needed. Please send the Operating Agreement, By-Laws or Resolution to us for review as soon as possible.***

FORWARDING ADDRESS: \_\_\_\_\_

Are you a Georgia resident? \_\_\_\_\_ (If no, you may be subject to Georgia withholding tax). We will send you additional forms.

Are you a U.S. Citizen? \_\_\_\_\_ (If not, you may be subject to U.S. withholding tax). We will send you additional forms.

CONTACT: Best Phone Numbers (1) \_\_\_\_\_ (2) \_\_\_\_\_

PAYOFF INFO First Mortgage Lender: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Loan Number: \_\_\_\_\_

Second Mortgage Lender: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Loan Number: \_\_\_\_\_

HOMEOWNERS ASSOCIATION: Name of Assoc.: \_\_\_\_\_ Phone#: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Amount Due: \_\_\_\_\_ Per \_\_\_\_\_

POWER OF ATTORNEY: Do you need to appoint a "power of attorney" to sign on your behalf? \_\_\_\_\_. If yes, please provide their name: \_\_\_\_\_. The charge to prepare and record the POA is \$85.

SALE PROCEEDS: Do you need your proceeds wired? \_\_\_\_\_. If yes, please return a copy of a voided check or your wire instructions with this form. Please note we will collect a wire fee of \$35 on the settlement statement for wires.



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## PAYOFF AUTHORIZATION FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date of Birth: \_\_\_\_\_

SSN/EIN: \_\_\_\_\_

Mortgage Company Name: \_\_\_\_\_

Mortgage Company Phone: \_\_\_\_\_

Mortgage Company Account Number: \_\_\_\_\_

**I hereby authorize Partnership Title Company, LLC to contact my lender and order balance and payoff statements associated with my accounts. It is understood that a copy of this form will also serve as authorization.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



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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. 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.
4. Turn Right on Peachtree Road
5. Turn Left on Pharr Road
6. Turn Right on Piedmont Road
7. 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. Go Left toward Piedmont Road
6. Take 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 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.**