



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 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.