



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

- **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 a delay in closing and/ or additional fees from a Homeowner’s Association for rush requests.
- **IDENTIFICATION:** Bring to closing a government issued picture ID (driver’s license or passport).
- **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 \$100 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 \$150, 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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SALE 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 YOUR PRE-CLOSER

***Please contact our office if you are unsure of who your pre-closer is, and we will be happy to assist you!**

PROPERTY ADDRESS OF PROPERTY BEING SOLD:

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: Name: _____ Title: _____

We must receive the signer's proof of authority to sign on behalf of the entity prior to the closing. Please send the entity's Operating Agreement, By-Laws or Resolution for review as soon as possible.

FORWARDING ADDRESS (required information; please do not leave blank):

Are you a Georgia resident? _____ If "NO" was the property your primary residence for two of the last five years? _____

Are you a U.S. Citizen or possess Permanent Resident status? _____ (If not, you may be subject to US withholding tax).

CONTACT: Best Phone Numbers (1) _____ (2) _____

EMAIL ADDRESS: _____

WATER SERVICER (REQUIRED—(PLEASE DO NOT LEAVE BLANK))-_____

WATER ACCOUNT NUMBER: _____ WATER SERVICER CONTACT

INFORMATION: _____ (PLEASE ATTACH COPY OF YOUR MOST RECENT WATER BILL)



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LOAN PAYOFFS: We will order loan payoffs as part of the closing process. Please complete the attached Payoff Authorization form for each mortgage. Please indicate N/A if this section is not applicable.

1st Mortgage Lender: _____

Phone Number: _____ Loan Number: _____

2nd Mortgage Lender: _____

Phone Number: _____ Loan Number: _____

Home Equity Line Lender: _____

Phone Number: _____ Loan Number: _____

Please provide info even if the line was never used or has a zero balance as the line must be closed as part of closing. Equity lines may be frozen when we request the payoff statement. Please let us know if you have made a recent draw or are planning to make one before closing.

HOMEOWNERS

ASSOCIATION: Management Co: _____ Contact: _____

Phone # _____ Email Address: _____

SALE PROCEEDS: Do you need your proceeds wired? _____. If yes, please bring a copy of a voided check or your wire instructions with you to closing. Please note we will collect a wire fee of \$40 on the settlement statement for wires.

WILL ALL SELLERS BE ATTENDING THE CLOSING: _____ If NO, we offer three options to accommodate the situation:

1. **SPLIT CLOSING:** There is a \$100 charge for a seller to sign prior to the closing on a different date or time than the buyer
2. **MAIL AWAY CLOSING:** There is a \$150 charge for us to deliver the seller documents to you for you to execute them in front of an attorney and witness and return them to us prior to the closing.
3. **POWER OF ATTORNEY:** There is an \$100 charge to prepare and record the POA. Please provide the name and contact information of the person who will be signing on your behalf:

Name: _____ Phone # or Email Address: _____

PLEASE NOTE THAT ANY FUNDS DUE FROM SELLER AT CLOSING MUST BE WIRED TO US.



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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

****PLEASE NOTE THAT MOST LENDERS WILL NOT ACCEPT ELECTRONIC SIGNATURES ON THIS DOCUMENT. PLEASE CONTACT US IF YOU CANNOT PRINT, SIGN AND RETURN THIS DOCUMENT.**



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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.**