



Jeong & Associates, LLC

PRE-CLOSING INFORMATION – Seller

Seller Name(s): _____ & _____

Phone Number: _____ [] Home [] Work [] Cell

Email Address: _____

Property Address: _____

****** Please Note:** Any and all contact information provided on this document cannot be changed without direct contact by you to our office. Please make sure that all communication with our office is made via the telephone number(s) and email address(es) provided above. ****

Social Security No./Tax ID No. (if multiple Sellers, please list ALL): _____

- If the Seller does not have a Social Security Number or Tax Identification Number that was assigned by the U S. Internal Revenue Service, please inform our office immediately.

Is the Seller a Georgia Resident? ☐ Yes ☐ No

Is the Seller a U.S. Resident? ☐ Yes ☐ No

Is the Seller a Resident Alien? ☐ Yes ☐ No

If multiple Sellers, are the Sellers married? ☐ Yes ☐ No

If Seller is not an individual, who will sign on behalf of the entity? _____

Seller Forwarding Address:

Mortgage Payoffs:

Privacy laws require signed authorizations in order for written payoffs to be provided to our Firm. Please complete, sign and email to us the attached Authorization to Release Payoff Information forms along with this information sheet.

***Please let us know if there are more than two mortgages to be paid off at closing.**

Property Information:

Is there a Mandatory Homeowners or Condominium Association? [] Yes [] No

If Yes, please provide the contact information below:

Association Name: _____

Contact Person: _____

Address: _____

Phone: Email: _____

Is there a mobile home being sold with this property? [] Yes [] No

Please list all Tax Parcel ID Numbers for this property: _____

Is there a current Tax Appeal pending on this property? [] Yes [] No

If Yes, please list the tax years under appeal: _____

Are there any other liens on the property? [] Yes [] No

If Yes, please list: _____

Termite Letter

Will a Termite Letter be provided at closing?

☐ Yes ☐ No

If yes, who is paying for the letter?

☐ Buyer ☐ Seller

Will the fee be collected at closing?

☐ Yes ☐ No

Please provide a copy of the Termite Letter to our office in advance of closing.

Repairs

Are there any repair bills to be paid at closing?

☐ Yes ☐ No

If yes, please provide copies of all invoices to our office in advance of closing.

Home Warranty

Will a Home Warranty be provided at closing?

☐ Yes ☐ No

Who will be paying for the Warranty?

☐ Buyer ☐ Seller

Who will be ordering the Warranty?

What is the name of the Warranty Company?

What is the amount of the Premium?

Additional Information:

Will all Sellers attend the closing? ☐ Yes ☐ No

Is a Power of Attorney (POA) needed? ☐ Yes ☐ No

***Please note that all POAs must be reviewed and approved by our firm in advance of closing. Original POAs must be brought to closing. If a Power of Attorney is signed on your behalf, we will prepare the necessary document. There is a \$75.00 charge for the preparation of each Power of Attorney and an additional \$12.00 recording fee per document.**

Are Sellers using proceeds from this closing for another immediate closing? ☐ Yes ☐ No

Is the property involved in probate? ☐ Yes ☐ No

Is there a pending or finalized divorce? ☐ Yes ☐ No

Seller:

Absent an engagement letter signed by Jeong & Associates, LLC, our firm does not represent the Seller. A Seller may choose to obtain independent representation and advice from his or her own lawyer and advisors on any potential legal, tax, credit or other consequences of their purchase.

FOR A SMOOTH CLOSING:

- Funds: All funds must be wired. Failure to wire funds will cause a delay in closing. Funds must not be sent through ACH or Electronic Funds Transfer. Our wiring instructions are attached.
- Identification: All Sellers must bring a valid, government-issued photo ID to closing.

Agents:

Please email or fax the **Commission Agreement-Instructions to Attorney** to our office as soon as possible. Please remind each Seller that absent an engagement letter signed by Jeong & Associates, LLC, our firm does not represent him or her. A Seller may choose to obtain independent representation and advice from his or her own lawyer and advisors on any potential legal, tax, credit or other consequences of their purchase.