



SELLER INFORMATION SHEET

Closer:

Phone:

Fax:

Email:

General Information

Property Being Sold: _____

Forwarding Address: _____
(any refunds from closing or escrows will be sent to this address)

Seller (1): _____

Seller (2): _____

Email Address(es): Seller (1) _____ Seller (2) _____

Phone Numbers: Cell _____ Work _____ Home _____

Are the sellers Georgia residents? _____ yes _____ no

Seller's Real Estate Agent

Company Name: _____

Agent Name: _____ Office Phone No.: _____

Cell Phone No.: _____ Email Address: _____

Closing Information

Will you be present for Closing? _____ Yes _____ No

If no, will a power of attorney be signing on your behalf? _____ Yes _____ No

Power of Attorney Name: _____

If a Power of Attorney is signing on your behalf, we will prepare the necessary document. There will be a \$75.00 charge for the preparation of each Power of Attorney.

For additional closing information, please visit www.dickensongilroy.com

Closing Funds

Closing Funds must be in the form of Wire Transfer or Cashier's Check. If you are anticipating needing to bring funds to close, will your funds be in the form of:

_____ Wire Transfer _____ Cashier's Check

Cashier's Check may be payable to yourself or Dickenson Gilroy LLC

Homeowners Association

Name of Management Company or Neighborhood Treasurer: _____

Contact Person: _____ Phone No.: _____

Email Address: _____ Fax No.: _____

Homeowner Association and Management companies may charge an upfront fee for the preparation of a closing letter. In the event this upfront fee is required by the management company, seller will be required, in advance of closing, to contact the management company for payment arrangements.

Termite Info

Termite Company: _____

Phone Number: _____

Are you paying for a termite letter or transfer of bond at closing? _____yes _____no

Closing Info

Any other information you would like to provide:

Repair Bills

Are there any repair bills to be collected at closing? _____Yes _____No

If so, please provide amounts and vendor information in the lines below:

Miscellaneous	If any person on title is deceased, provide us with full name of same so that we may search estate records. _____
	If any person on title has declared bankruptcy, provide us with the name so that we may search bankruptcy records. _____
	Is the property in foreclosure? _____ Yes _____ No
	If any person on title is currently, in a divorce proceeding, provide us with the names so that we may search civil records. _____
	Any other information you would like to provide: _____ _____

my online wills	Will you be preparing a will via "my online wills"? _____ Yes _____ No
	If so, would you like to schedule the signing in conjunction with your closing? (please allow approximately one hour for this signing) _____ before closing _____ after closing

Join our mailing list	_____ Yes, I would like to join your mailing list to receive the DG Newsletter for real estate and legal updates.
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MORTGAGE PAYOFF INFORMATION

Please read and prepare this page carefully!

General Information	<p>Please make sure that your payoff information includes any Equity Lines including those which may have a zero balance. Also sign the authorization in order for us to obtain payoff information. It is essential that you provide your loan number, social security number and signature, as all lender's require this information in order to issue payoff letters.</p> <p>Please refrain from making any further withdrawals on open equity/credit lines.</p>
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Mortgage Payoff information	<p><u>First Mortgage</u> Company Name: _____</p> <p>Phone No.: _____ Loan No.: _____</p> <p><u>Second Mortgage</u> or Equity Line of Credit Company Name: _____</p> <p>Phone No.: _____ Loan No.: _____</p> <p><u>Third Mortgage</u> Company Name: _____</p> <p>Phone No.: _____ Loan No.: _____</p>
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Release Information	<p>I hereby authorize the law firm of Dickenson Gilroy LLC to receive payoff information on the above referenced loans in order to obtain accurate mortgage payoffs for the sale of my house. In the event one of the above referenced loans is a home equity line of credit/credit line, this authorization shall immediately freeze said credit line upon issuance of lender's payoff statement demand.</p> <table><tr><td>Seller Name: (RQ will print)</td><td>Seller Name: (RQ will print)</td></tr><tr><td>_____ Seller Signature</td><td>_____ Seller Signature</td></tr><tr><td>Social Security #: _____</td><td>Social Security #: _____</td></tr></table>	Seller Name: (RQ will print)	Seller Name: (RQ will print)	_____ Seller Signature	_____ Seller Signature	Social Security #: _____	Social Security #: _____
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