

BURGESS TITLE & ESCROW, LLC

Attorneys At Law

2330 PATRICK HENRY PKWY, SUITE 350

MCDONOUGH, GA 30253

(P) 404-990-4141

(F) 470-878-6135

(E) titles@burgessitle.com

Property: _____

Buyer: _____

Seller's name as it appears on title: _____

PRE-CLOSING INFORMATION

1. Will ALL sellers be at closing? YES or NO

If no, please advise if you would like to have one of the following:

_____ Mail-away

_____ Power of Attorney to sign for you at closing (please provide the name of the individual so we can prepare the document)

2. Please select which of the following apply if selling as an individual?

_____ SINGLE _____ MARRIED _____ SEPARATED _____ DIVORCED

_____ DECEASED OWNER _____ FORECLOSURE _____ BANKRUPTCY

_____ PROPERTY HAS A MOBILE OR MANUFACTURED HOME ATTACHED

3. Are you a resident of Georgia? YES or NO

4. Was this your primary residence for at least 2 of the last 5 years? YES or NO

PHONE NUMBERS FOR SELLER(S): Cell: (____) _____

Cell: (____) _____

SELLER(S) E-MAIL ADDRESS(s): _____

SELLER(S) FORWARDING ADDRESS: _____

SELLER(S) SOCIAL SECURITY NUMBERS: Seller #1: _____ DOB #1: _____

Seller #2: _____ DOB #2: _____

Please provide the tax ID #, if the seller is NOT an individual: _____
Officer Attending Closing: Name _____ Title _____

(PLEASE NOTE, IF THE SELLER IS A COMPANY, WE WILL NEED A COPY OF THE OPERATING AGREEMENT/BYLAWS/ARTICLES OF INCORPORATION WITH THIS FORM)

5. Is there a MANDATORY Homeowner's Association? YES or NO

Name of Association: _____

Contact: _____ PHONE: (____) _____
EMAIL: _____

Mortgage Loans (Payoffs) Secured by Property:
(Please include all equity lines and 2nd mortgages)

NAME OF LENDER: _____ PHONE: (____) _____
ACCOUNT # _____

NAME OF LENDER: _____ PHONE: (____) _____
ACCOUNT# _____

6. Is there a Lease on the property? YES or NO **IF SO, PLEASE PROVIDE A COPY**

ADDITIONAL INFORMATION:

- Sellers must bring a photo ID to closing.
- If you prefer funds wired, please complete the attached outgoing wire request form and be advised there is a \$35.00 wire fee.

BURGESS TITLE & ESCROW, LLC

Attorneys at Law

2330 PATRICK HENRY PARKWAY, SUITE 350

MCDONOUGH, GA 30253

(P) 770-994-0440

WIRING INSTRUCTIONS FOR YOUR PROCEEDS

IF YOU WOULD PREFER OUR FIRM TO WIRE YOUR PROCEEDS PLEASE LET US KNOW **PRIOR** TO CLOSING

THE FEE FOR THIS SERVICE IS \$35.00

PROPERTY ADDRESS: _____

EXACT NAMES AND THE EXACT ADDRESS AS SHOWN ON BANK ACCOUNT (NAME & ADDRESS IS REQUIRED OR YOUR MONEY WILL NOT BE SENT):

NAME AND ADDRESS OF BANK FUNDS WILL BE REMITTED TO:

ABA ROUTING NUMBER FOR BANK: _____

****PLEASE CONTACT YOUR BANK TO CONFIRM THIS INFORMATION – IT IS NOT ALWAYS THE SAME NUMBER AS SHOWN ON YOUR CHECKS AND/OR DEPOSIT SLIPS, ESPECIALLY CREDIT UNIONS****

ACCOUNT NUMBER: _____

I REQUEST AND AUTHORIZE BURGESS TITLE & ESCROW, LLC TO WIRE THE PROCEEDS FROM THE SALE OF THE PROPERTY LISTED ABOVE. I HAVE CONFIRMED THE INFORMATION PROVIDED ABOVE TO BE CORRECT. (ALL SELLERS MUST SIGN).

DATE: _____

X _____ (SIGNATURE)

X _____ (SIGNATURE)

THIS SECTION TO BE SIGNED AT
CLOSING CONFIRMING THESE
INSTRUCTIONS:

X _____

X _____

AUTHORIZATION FOR RELEASE OF INFORMATION
ORIGINAL DOCUMENT NOT NEEDED AS A SCANNED/FAXED COPY WILL SUFFICE

Property Address: _____

THE UNDERSIGNED hereby authorizes BURGESS TITLE & ESCROW, LLC to obtain any information it deems necessary relative to any loans secured by the above referenced property. Grantees, their successors or assigns of such loans are authorized to release any information requested to BURGESS TITLE & ESCROW, LLC relative to these loans.

Please fax any information requested by BURGESS TITLE & ESCROW, LLC to 470-878-6135.

If you have any questions, please contact our office at 404-446-3300

Authorized this _____ day of _____, 2020

BY: _____ Social Security Number: XXX – XX - _____
Please provide wet signatures as E-Signatures are not accepted!

BY: _____ Social Security Number: XXX – XX - _____
Please provide your wet signatures as E-Signatures are not accepted!