

Locations:

****Main Office/Mailing Address****

10 S. Erwin Street
Cartersville, Georgia 30120

1071 Nathan Dean Bypass
Rockmart, Georgia 30153

717 S. Wall Street
Suite B
Calhoun, Georgia 30701



Your Contact Information for our office:

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Autumn Hogan – Closer

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Bree Dayton, Post-Closer

Noemi Miranda – SE HABLA ESPANOL

Phone: 770-387-7447

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PRECLOSING INFORMATION – BUYER

Buyer(s): _____
Property selling: _____
Phone: _____ () Home, () Work, () Cell
Email: _____
Social Security Number / Tax ID Number: _____

Is the Buyer a Georgia Resident? () Yes () No
Is the Buyer a US Citizen? () Yes () No
Is the Buyer a Resident Alien? () Yes () No

Is the Buyer a Business? () Yes () No

****IF YES, please provide who will be signing on behalf of the company along with proper documentation of your active business. ****

If multiple buyers, are the buyers married? () Yes () No

Will the buyer be adding anyone to Title at closing that is not on the loan? () Yes () No
****Please see Page 2 for adding someone on as a Joint Tenant that is not on the Mortgage****

If so, please provide the name of the person you will be adding:

Buyers current mailing address: _____

Will your new address be the property being purchased? () Yes () No

If no, please list where you would like any future docs such as your Deeds mailed to:

Additional Information:

Will all buyers/borrowers attend the closing? () Yes () No

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

*** Please be aware that all POAs must be reviewed and approved prior to closing and the original POA must be brought to the closing. Lender approval is also required.**

Property Information:

Is this investment property? () Yes () No

Is there a mobile home being purchased with the property? () Yes () No Please List all Tax Parcel ID numbers for this Property? _____

FOR A SMOOTH CLOSING:

• **FUNDS:** All funds must be wired. Failure to wire funds will cause a delay in the closing. Wiring instructions will be sent to the Lender and Real Estate Agent closer to the closing date. **WHEN WIRING YOUR FUNDS – PLEASE CALL OUR OFFICE TO VERIFY OUR INSTRUCTIONS AS WE BANK WITH BB&T. BE AWARE OF WIRE FRAUD!!**

• **Do NOT transfer funds via an ACH or electronic transfer!** Any funds OVER \$5,000.00 **MUST** be wired!

• **Identification:** All buyers must bring a valid government issued photo ID and some form of secondary ID to closing.

Survey:

Buyer may order a survey, at buyer's expense, from any registered Georgia Land Surveyor. If a survey is performed, please forward a copy to our office prior to the closing.

ADDING SOMEONE ON AS A JOINT TENANT AT CLOSING:

The buyer may want to add a spouse or family member to their Warranty Deed that is not on the Mortgage. **Please be sure said person does not have any liens against them, as it can attach to your property!** If you add someone to title as a Joint Tenant with the Right of Survivorship, that means there is equal ownership of the property and have the equal undivided right to keep or dispose of the property. This also create a Right of Survivorship, which provides that if any one of the Joint Tenants pass away, the remainder of the property is transferred to the “Survivors”