

BOLING RICE LLC
A LIMITED LIABILITY COMPANY

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207 PIRKLE FERRY ROAD
CUMMING, GEORGIA 30040

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SELLER INFORMATION FORM

Seller's Name(s): _____

Subject Property Address: _____

Seller's Forwarding Address: _____

We need the following information in order to begin the pre-closing process for the above referenced file. Please fill out this information **completely**. If you have any questions, please let us know.

SPECIAL CONSIDERATIONS:

*Please check to make sure all names are spelled correctly (including middle initials and Jr., Sr's)

Do all parties plan to attend the closing?

_____ Yes or _____ No If NO then you may need to make arrangements to sign documents at an attorney's office or title company office if required by the title insurance company.

Do any of the following apply? (Please check all that do apply):

Foreclosure Bankruptcy Seller is an Estate/Trust(if so, more information may be needed)

Does the property have a mobile home or manufactured home? Yes No

Is the Seller a resident of Georgia? Yes No

Is the subject property your primary residence? Yes No

SELLER CONTACT INFORMATION: We must have an email address and phone number in order to verify all wiring instructions which are protected by CERTIFID.

Telephone Numbers for Seller(s):

Home: _____

Work: _____

Cell: _____

Email: _____

Seller's Social Security Numbers:

1st Seller Listed Above #1: _____ Second Seller Listed Above#2 _____

Corporate Seller: Our office will need to be provided with corporate documents prior to closing
Please provide the tax id number: _____

Individual attending closing: Name _____ Title _____

HOA INFO: If there are mandatory assessments, our office will obtain a written closing letter prior to closing regarding the status of the account

Is there a mandatory homeowners association? Yes No

HOA contact person _____ Telephone Number _____

Seller is responsible for the costs of the HOA closing letter which we must order in advance. Please provide your relevant credit card information for said closing letter or call to provide it over the phone:

CC# _____ Expiration Date: _____ CVV# _____

Zip Code: _____

LOANS SECURED BY PROPERTY: Please include all loans, including equity lines and 2nd mortgages as well.

Name of lender: _____ Acct #: _____ Phone # _____

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Payoffs payments are submitted by wires with the wire fraud protection provided through CERTIFID. (\$35.00 per wire)

Home Warranty Info: (if applicable)

Company _____ Is Seller to pay for this? Yes No If so, how much? \$ _____

ALL SELLERS MUST BRING PHOTO IDENTIFICATION TO CLOSING.

Commission Amount(if applicable) Please provide a copy of the commission agreement prior to closing.

Selling Agent _____

Listing Agent _____

How would you like to receive your sale proceeds, if applicable? Wire(\$35.00 fee) Check

Please review the wire fraud protection being provided through CERTIFID.



If you have any special requests (e.g. Power of Attorney, mail out, etc.), please let us know in advance and we will be more than happy to accommodate you. All Power of Attorney requests and split closing requests will have a minimum fee of \$125.00 each and mail away closings will involve additional fees as well. Mail away closings may need to be handled at the office of another attorney licensed in the State where documents are being executed or at the office of a title company.

If you have any questions, please let us know. We look forward to working with you on this closing and appreciate your business.

Kindest Regards,

By:

I hereby authorize Boling Rice LLC to obtain any payoff or information relating to the sale of my property:

By(Sign Here): _____ Dated: _____

Print Name: _____

PLEASE NOTE:

Pursuant to O.C.G.A. §44-14-13, all funds exceeding the sum of \$5,000.00 brought to closing must be in the form of wire transfer only. No official or certified cashier's checks can be accepted. Please contact us to obtain wiring instructions.