

Re: Property:
Seller:
Buyer:

We are pleased to inform you that McLain & Merritt, P.C. has been chosen as the closing law firm for your upcoming sale. We look forward to assisting with a smooth and efficient closing process.

The attached Seller Information Sheet can be completed in Microsoft Word or it can be printed and filled out by hand. Please complete the Seller Information Sheet and return it to our pre-closing department by e-mail or fax.

Michelle Vail
mvail@mmatllaw.com
404-364-3134 (fax)
404-365-4574 (phone)

Please keep us informed should any information provided on the Seller Information Sheet change.

Copies of our Funds to Close Policy and Wiring Instructions are included in this packet. Do not hesitate to contact us with any questions or concerns. Thank you for trusting McLain & Merritt, P.C. with your closing.

Sincerely,

McLain & Merritt, P.C. Pre-Closing

SELLER INFORMATION SHEET

Seller:

Property:

SELLER INFORMATION

Seller #1 Name

Preferred Phone

Preferred Email

Forwarding Address

SSN

Seller #2 Name

Preferred Phone

Preferred Email

Forwarding Address

SSN

Has Seller's name changed since purchasing the property? Yes No

If "Yes," provide a copy of the legal documents evidencing the name change.

Is Seller divorced or in the process of divorce? Yes No

If "Yes," provide a copy of the Final Judgment/Decree.

Is the property owner deceased? Yes No

If "Yes," provide a copy of the Death Certificate and Letters Testamentary.

SELLER PROCEEDS

How would you like to receive your seller proceeds? Check Wire

McLain & Merritt, P.C. charges a \$25 outgoing wire fee.

If you choose to receive seller funds by wire, provide your wiring information:

Financial Institution

Name on Account

Routing Number

Account Number

If you will be purchasing another property subsequent to this closing and need your proceeds to be wired to another closing attorney, provide the name below:

McLain & Merritt, P.C. charges a \$25 outgoing wire fee.

SELLER INFORMATION SHEET

Seller:

Property:

PAYOFF INFORMATION

If payoff(s) required, complete and sign the highlighted portions of the Payoff Request and Authorization at the end of this packet. McLain & Merritt, P.C. charges a \$25 outgoing payoff wire fee.

FIRST MORTGAGE

Financial Institution

Loan Number

Contact Phone Number

ADDITIONAL MORTGAGE (i.e., Second Mortgage, HELOC):

Financial Institution

Loan Number

Contact Phone Number

POWER OF ATTORNEY

Will all sellers be attending closing? Yes No

Power of Attorney: *If "No," McLain & Merritt, P.C. will charge a \$75 fee to draft a Power of Attorney for the seller(s) not attending closing to appoint an attorney-in-fact.*

Name of Seller(s) Not Attending Closing

County and State of Residence

Name of Attorney-in-Fact

County and State of Residence

HOMEOWNERS ASSOCIATION

Does {{PROPSTRE}} have mandatory homeowners association dues? Yes No

If "Yes," provide the following:

HOA Name

Management Company Name

Contact Name

Contact Phone Number

Will Buyer or Seller be responsible for paying the HOA closing letter? Buyer Seller

Management companies often require that HOA closing letters are pre-paid before they can be processed. If McLain & Merritt, P.C. contacts you to pre-pay an HOA closing letter, please respond promptly. Failure to do so can delay closing.

SELLER INFORMATION SHEET

Seller:

Property:

PROPERTY TAXES

Do you have an active tax appeal? Yes No

If "Yes," provide the year(s) under appeal _____

WATER BILLS

Watershed Servicer _____

Water Bill Account Number _____

Service Address (if different from property address) _____

If the property is serviced by City of Atlanta Water, there is a \$25 service fee to order a water lien payoff.

GEORGIA WITHHOLDING TAX

Was {{PROPSTRE}} seller's primary residence? Yes No

If "No," is seller a Georgia Resident? Yes No

If "No," please complete the Georgia Withholding Tax Affidavit included in this packet and return with the completed Seller Information Sheet.

Georgia requires payment of a 3% withholding tax on all sales of real property by nonresidents of Georgia (O.C.G.A. §48-7-128).



FUNDS TO CLOSE POLICY

We accept personal checks up to \$5,000. Funds in excess of \$5,000 must be wired or the closing will be delayed (O.C.G.A. §44-14-13).

Out-of-state purchasers must wire their funds to close even if their bank has a local/affiliate branch in Georgia.

We do not accept other closing law firm checks. Therefore, in instances when there is a preceding sale where our purchasers are receiving proceeds from the sale of their home to be used as down payment funds at the current closing, they will need to make arrangements for a wire to be sent from that closing agent to McLain & Merritt, P.C.

PURCHASERS PURCHASING WITH ALL CASH ARE REQUIRED TO WIRE THEIR FUNDS TO CLOSE.

3445 Peachtree Road NE, Suite 500
Atlanta, GA 30326
Phone: 404-365-4574
Fax: 404-364-3134

To: _____ (Lender Name)
Fax: _____
ATTN: Payoff Department

PAYOFF REQUEST AND AUTHORIZATION
(Subject Property Being Sold)

BORROWER:

SUBJECT PROPERTY:

LOAN NUMBER: _____

PAYOFF GOOD THROUGH: _____

Please fax a written payoff to:
McLain & Merritt, P.C.
Real Estate Pre-Closing Department
ATTN: Michelle Vail
Fax: 404-364-3134

Sincerely,
McLain & Merritt, P.C.

*This shall serve as authorization for the release of a written payoff statement to McLain & Merritt, P.C.
I/we accept the applicable fax fee.*

BORROWER(S):

SOCIAL SECURITY NUMBER(S):

3445 Peachtree Road NE, Suite 500
Atlanta, GA 30326
Phone: 404-365-4574
Fax: 404-364-3134

To: _____ (Lender Name)

Fax: _____

ATTN: Payoff Department

**CREDIT LINE PAYOFF REQUEST AND AUTHORIZATION
(Subject Property Being Sold)**

BORROWER:

SUBJECT PROPERTY:

LOAN NUMBER: _____

PAYOFF GOOD THROUGH: _____

Please fax a written payoff to:
McLain & Merritt, P.C.
Real Estate Pre-Closing Department
ATTN: Michelle Vail
Fax: (404) 364-3134

Sincerely,
McLain & Merritt, P.C.

*This shall serve as authorization for the release of a written payoff statement to McLain & Merritt, P.C. I/we accept the applicable fax fee. Please be advised that this letter authorizes you to freeze any referenced credit line upon issuance of your payoff statement demand. If you require further authorization, please contact the undersigned immediately. **Payment pursuant to your payoff statement (demand) will eliminate any security interest you have in the property in question.** In order to avoid unsecured additional advances the account must be frozen upon issuance of your payoff demand. If you make any additional advances they will not be secured by the subject property. We will be completing an escrow/closing transaction involving a new owner or lender in reliance on the release of your security interest in the property. Upon payment you will be obligated to issue a release of the deed to secure debt securing the line of credit.*

BORROWER(S): _____

SOCIAL SECURITY NUMBER(S): _____

GEORGIA WITHHOLDING TAX AFFIDAVIT

BEFORE ME, the undersigned officer duly authorized to administer oaths, came in person **{{SLRNAME}}** ("Deponent"), who, being owner of the property known as **{{PROPSTRE}}**, **{{PROPCITY}}**, **{{STATELET}}** **{{PROPZIP}}**, **{{COUNTY}}** County, Georgia, and being more particularly described on Exhibit "A" attached hereto and made a part hereof by reference.

This affidavit is being given in conjunction with the sale or transfer of the above-described property to **{{BYRNAME}}** (collectively, "Buyer"). Deponent is aware that Buyer is required under Section 48-7-128, O.C.G.A., to withhold up to 3% of the purchase price unless Deponent meets one of the conditions set forth below. Deponent states the condition checked below applies to Deponent:

_____ Deponent is a resident of Georgia.

_____ Deponent is a nonresident who has filed Georgia tax returns for the preceding two years; and (1) if Deponent is an established business in Georgia and will continue substantially the same business in Georgia after the sale or the Deponent as real property in Georgia at the time of closing of equal or greater value than the withholding tax liability as measured by the 100% property tax assessment of such remaining property; and (2) Deponent will report the sale on a Georgia Income Tax Return for the current year and file by its due date; and (3) if Deponent is a corporation or limited partnership, Deponent is registered to do business in Georgia.

_____ The property being sold is the Deponent's principal residence (as defined by Section 1034 of the Internal Revenue Code).

_____ The Deponent is a mortgagor conveying the mortgaged property to a mortgagee in a foreclosure or in a transfer in lieu of foreclosure with no additional consideration.

_____ The Deponent is an agency or authority of the United States of America, and agency or authority of the State of Georgia, the Federal National Mortgage Association, the Federal Home Loan Mortgage Corporation, the Government National Mortgage Association, or a private mortgage insurance company.

_____ The purchase price of the property is less than \$20,000.00.

_____ The Deponent is subject to withholding under O.C.G.A. § 48-7-129, and a composite return has been or will be filed on the Deponent's behalf.

If none of the above-listed exemptions apply, you must complete the following (please attach documentation of the cost basis and selling expenses incurred):

Sales Price	\$ _____
Less Cost Basis	(_____)
Less Selling Expenses	(_____)
Net Taxable Gain	\$ _____