



Seller Information Request Form

In reference to your upcoming sale, we will need the following information returned to our office within 24 hours of receipt of this form.

Please take a few moments to fill out this form completely and either e-mail or fax it back to our office.

Email: ngriffin@geiger-legal.com Fax: 770-720-4646

In reference to your sale of: _____

PLEASE BRING YOUR DRIVER'S LICENSE OR OTHER OFFICIAL PHOTO ID TO THE CLOSING.

Seller #1 Name			Seller #2 Name		
SSN:			SSN:		
Phone:			Phone:		
Email:			Email:		
Was this your primary residence for at least 2 of the last 5 years?		yes	no	Was this your primary residence for at least 2 of the last 5 years?	
Are you a foreign person (nonresident alien, foreign partnership, foreign estate or foreign trust)?		yes	no	Are you a foreign person (nonresident alien, foreign partnership, foreign estate or foreign trust)?	
Will you be at the closing?		yes	no	Will you be at the closing?	

If either party checked "no" above regarding closing attendance, you will need to arrange for the following:

Seller will need to sign in front of a Title Company, Approved Notary, or a Licensed Attorney in your area. (Mail-away processing fee cost of \$100). Please call our office for questions and to discuss these options.

Forwarding Address: _____

Street: _____

City: _____ State: _____ Zip: _____ County: _____

First Mortgage Lender Information (Please mark NA if you do not have a loan):

Lender Name: _____ NA

Loan Number: _____ Phone: _____

Second Mortgage Lender Information (Please Mark NA if you do not have a 2nd mortgage or HELOC):

Lender Name: _____ NA

Loan Number: _____ Phone: _____

If you have a Home Owner's Association (HOA), please provide the contract information:

Name of HOA: _____

HOA Contact Name: _____ Phone: _____

PLEASE RETURN THIS FORM IMMEDIATELY UPON COMPLETION

We need all of the information completed in full in order to obtain a payoff. Often, this process can take over a week!

* If you need to bring funds to closing, please call our firm so we can provide the GA codes regarding funds.

* **If you are receiving proceeds from the sale, PLEASE KNOW THAT WE WILL ONLY ACCEPT THE METHOD OF PAYMENT FOR YOUR PROCEEDS AT THE CLOSING TABLE,** not via email. Please bring all information needed in order to either wire funds or write a check at closing.

Please call for any questions.