ATTENTION:

If you are unable to attend closing at our office, there will be a $250.00 mail away fee incurred, and you will also be required by our Title Insurance Company to comply with one of the following options to have your closing documents executed in order to combat and prevent fraud in real estate transactions.

SIGNING OUTSIDE OF THE STATE OF GEORGIA

1. USE OF MOBILE NOTARY: If you are signing in a different state, we can set up a mobile notary through BancServ. There will be an additional fee for this service along with our Firm's mail away fee. A BancServ Notary will meet with you to notarize your documents. You will be required to have another person with you that is not related to the transaction to sign as a Witness on the documents.

OR

2. SIGNING WITH ANOTHER ATTORNEY OR TITLE COMPANY: You will need to make an appointment with a local attorney licensed in the state where you are signing or title company in order to execute your documents. We must have a letter on the company's letterhead stating that you executed your documents in their presence.

SIGNING INSIDE THE STATE OF GEORGIA

SIGNING WITH ANOTHER ATTORNEY OR TITLE COMPANY: If you will be signing within the State of Georgia, the mobile notary will not be an option, since the State of Georgia is a closing attorney State that requires real estate transactions to be supervised and conducted in the physical presence of an attorney. You will need to make an appointment with an attorney or title company in order to execute your documents. We must have a letter on the company's letterhead stating that you executed your documents in their presence.

It is imperative that you notify our office immediately if you will need to use one of these options so we can plan accordingly in order to prevent any delays in your closing.

94 Church Street
Marietta, GA 30060-1908
770-429-8200
770-429-7888 fax
www.smithtumlin.com

SELLER CLOSING INFORMATION SHEET

ATTENTION: FAILURE TO FULLY COMPLETE AND TO HAVE ALL SELLERS SIGN THIS FORM WILL RESULT IN A DELAY IN THE CLOSING. IF YOU ARE UNABLE TO ATTEND THE CLOSING AT OUR OFFICE, PLEASE CONTACT US IMMEDIATELY. FAILURE TO DO SO WILL ALSO RESULT IN A DELAY IN CLOSING THE TRANSACTION.

1. Please provide the correct property address for the property being sold: Is this a mobile home? ☐YES ☐NO

____

2. Please provide the following information for the seller(s):

   NOTE: If seller is not an individual (i.e. LLC, corporation, partnership or estate), please provide the Federal tax ID number (EIN), the title of the authorized signer for seller and forward organizational documents (i.e. Certificate of Incorporation or Organization, Bylaws, etc.) and any documents authorizing the sale of the property and the signer for seller (i.e. Operating Agreement, Corporate Resolution, Partnership Agreement, Letters Testamentary)

   a. Legal Name(s), Title(if applicable) and Social Security Number(s) or Federal tax ID #:

      Name/Title/SSN or tax ID#: ____
      Name/Title/SSN or tax ID#:____
      Name/Title/SSN or tax ID#: ____
      Name/Title/SSN or tax ID#: ____

   b. Phone Numbers: ____
      ____

   c. Forwarding Address(es):
      ____
      ____

   d. Email Address(es):
      ____
      ____

3. Are **all** sellers U.S. citizens? ☐ Yes ☐ No

4. Are **all** sellers GA residents? ☐ Yes ☐ No

5. Is the property the seller's principal residence ? ☐ Yes ☐ No

6. Is the property currently being leased? ☐ Yes ☐ No
   If yes, please forward a copy of the lease to our office ASAP.

7. Is there a pending divorce, bankruptcy, death, trust, power of attorney or other matter which might affect title or the closing of seller's property? ☐ Yes ☐ No
   If yes, please provide details:____
   ____
   ____

8. Is Seller providing a home warranty at closing? ☐ Yes ☐ No

If yes, please provide a copy of the confirmation and the name and contact information for the home warranty company: ____

9. Loan/Payoff Information: **Failure to provide the requested all of the requested information below in a timely manner may result in a delay in the closing.**

a. Does the seller have any outstanding loans secured by the property? ☐ Yes ☐ No

If yes, please provide the following information:

(1) Lender Name: ______________________

Loan No. ______________________

Approximate Balance: ______________________

Phone No. ______________________

Fax No. ______________________

Is this an Equity Line? ☐ Yes ☐ No

(2) Lender Name: ______________________

Loan No. ______________________

Approximate Balance: ______________________

Phone No. ______________________

Fax No. ______________________

Is this an Equity Line? ☐ Yes ☐ No

b. Does the seller have any other outstanding liens (i.e. tax lien, contractor lien, HOA lien)?

☐ Yes ☐ No If yes, please provide details: ______________________________

____

NOTE: A $50.00 TITLE CLEARANCE FEE WILL BE CHARGED TO SELLER(S) AT CLOSING FOR HANDLING LOAN PAYOFF(S) AND ENSURING THE CANCELLATION AND RELEASE OF ANY SUCH LOAN(S).

10. Is the property in a development with a homeowners or condo association? ☐ Yes ☐ No

If yes, please provide the following information:

Management company name: (Treasurer's name if homeowner-managed): ______________________

Phone: ______________ Fax: ______________ Email: ______________________

Website: ____________________________________

Dues Amount: $ __________ ☐ Monthly ☐ Quarterly ☐ Annually ☐ Other ______________________

NOTE: MANAGEMENT COMPANY OR ASSOCIATION MAY REQUIRE PAYMENT BY SELLER FOR HOA CLOSING LETTER PRIOR TO CLOSING.

The undersigned Seller(s) hereby acknowledge that Smith, Tumlin, McCurley & Patrick, P.C. ("STMP") is closing the sale of my property and hereby authorize the release to STMP of any and all information related to the payoff of any loans secured by my property. Should STMP be required to pay in advance for an HOA closing letter, Seller hereby agrees to reimburse STMP for any such payment made by STMP on behalf of Seller.

The undersigned Seller(s) represents and warrants that the information provided in this Seller Information Sheet is true and accurate, including but not limited to the Loan Information under Section 9 above. Seller(s) acknowledges that STMP will rely upon said information in preparing for the closing of the sale of the property and agrees to indemnify Smith, Tumlin, McCurley & Patrick, P.C. for any loss that occurs due to false or misleading information by the Seller(s) or the failure of Seller(s) to properly disclose said information.

Seller's signature: ______________________________ Date: ____________________

Seller's signature: ______________________________ Date: ____________________

Seller's signature: ______________________________ Date: ____________________

Seller's signature: ______________________________ Date: ____________________

PLEASE FILL OUT THE ATTACHED FORM TO PROVIDE INSTRUCTIONS FOR THE DISBURSEMENT OF SELLER PROCEEDS. THANK YOU FOR YOUR ASSISTANCE AND PLEASE DO NOT HESITATE TO CONTACT US WITH ANY QUESTIONS at (770) 429-8200 ext. 237.

Please return this completed form to Heather Brockhouse by fax to (770) 429-7888 or email at hbrockhouse@smithtumlin.com.

SMITH, TUMLIN, McCURLEY & PATRICK P.C.

94 Church Street NE
Marietta, GA 30060
770-429-8200
770-429-7888 fax
www.smithtumlin.com

INSTRUCTIONS FOR DISBURSEMENT OF SELLER PROCEEDS

Seller Name (s): ____

Property Address: ____

Please select one of the following options:

- ☐ **Check – Pick Up**
- ☐ **Check – Mail – Send to:** ______________________________________
- ☐ **Wire – please provide instructions below:**

NOTE: All deposit slips and many checks do not contain the correct ABA/routing number for wire transfers to the financial institution. Please contact your financial institution to request the following information.

Receiving Bank Name: ____

Receiving Bank ABA No.: (for wire transfers) ____

Name(s) on the Receiving Account: ____

Account Number: ____

Address Associated with Receiving Account: ____

<u>Intermediary Banks Only: (may not apply)</u>

Further Credit Bank Name: ____

Further Credit Bank ABA No.: ____

Special Instructions (from Bank): ____

____

<u>For Wires Only</u>: once submitted to our office, you will receive an email from CertifID to verify your wire instructions. Please complete the verification process as soon as possible.

PROUDLY PROTECTED BY CERTIFID

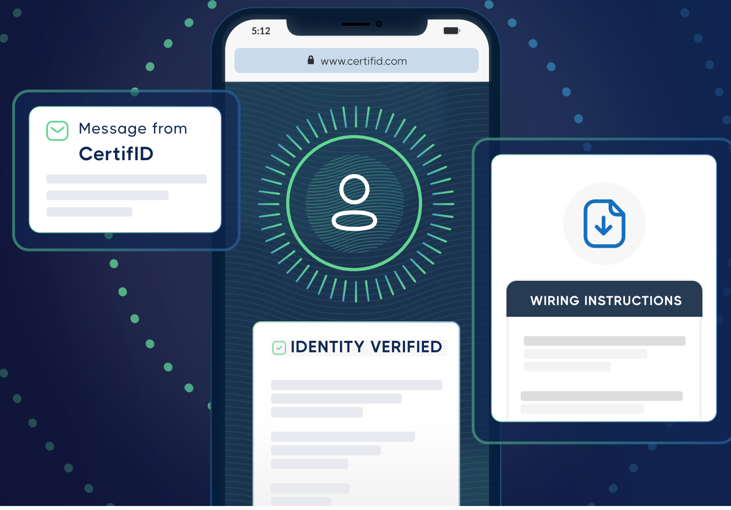
Please be advised that receipt of the seller proceeds will be delayed should any of the information provided above be incorrect.

Signature: ______________________________ **Date:** __________________

Signature: ______________________________ **Date:** __________________

Smith, Tumlin, McCurley & Patrick, P.C., keeps you safe from fraud.

Use CertifID to help protect the transfer of your money.



Is wire fraud really that serious?

Wire transfers continue to be the most frequently reported payment method for fraud with a reported aggregate loss of $2.4 Billion and an average loss of $120k per victim.

2021 FBI IC3 Report

⚠ Warning: Don't get tricked at the last minute.

Fraudsters hack emails and impersonate your real estate agent, title company, or lender to trick you into sending funds to a fraudulent bank account. Do not trust any wiring information unless it comes through CertifID.

CERTIFID

Why we partner with CertifID

CertifID is the nation's leading wire fraud prevention solution. CertifID helps verify your identity securely, prior to exchanging sensitive banking information, so you have peace of mind when transferring your money.

How does CertifID work?

Receive an email and text message from CertifID.

Validate your identity in a few simple steps.

Securely exchange bank account information for a safe transfer of funds.

www.smithtumlin.com | (770) 429-8200