



## Seller Information Sheet

IMPORTANT: Please email this completed form to [preclosing@mcmichaelandgray.com](mailto:preclosing@mcmichaelandgray.com) as soon as possible. We appreciate your cooperation and look forward to working with you.

**Seller #1:** \_\_\_\_\_

Phone: \_\_\_\_\_ [  ] Home [  ] Work [  ] Cell

Email: \_\_\_\_\_

Social Security Number/Tax ID Number: \_\_\_\_\_

**Seller#2:** \_\_\_\_\_

Phone: \_\_\_\_\_ [  ] Home [  ] Work [  ] Cell

Email: \_\_\_\_\_

Social Security Number/Tax ID Number: \_\_\_\_\_

*\*If the Seller does not have a Social Security Number or Tax Identification Number that was assigned by the U.S. Internal Revenue Service, please inform our office immediately.*

Is the Seller a Georgia Resident? [  ] Yes [  ] No

Is the Seller a US Citizen? [  ] Yes [  ] No

Is the Seller a Resident Alien? [  ] Yes [  ] No

If multiple Sellers, are the Sellers married? [  ] Yes [  ] No

Seller Forwarding Address:

\_\_\_\_\_  
\_\_\_\_\_

### **Mortgage Payoffs:**

Privacy laws require signed authorizations in order for written payoffs to be provided to our Firm. Please complete, sign and email to us the attached **Authorization to Release Payoff Information** forms along with this information sheet.

\*Please let us know if there are more than two mortgages to be paid off at closing.

### **Property Information:**

Is there a Mandatory Homeowners or Condominium Association? [ ] Yes [ ] No

If yes, please provide the contact information below:

Association Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Is there a mobile home being sold with this property? [ ] Yes [ ] No

Please list all Tax Parcel ID Numbers for this property: \_\_\_\_\_

Is there a current Tax Appeal pending on this property? [ ] Yes [ ] No

If Yes, please list the tax years under Appeal: \_\_\_\_\_

Are there any other liens on the property? [ ] Yes [ ] No

If Yes, please list: \_\_\_\_\_

**Additional Information:**

Will all Sellers attend the closing? [ ] Yes [ ] No

Is a Power of Attorney (POA) needed? [ ] Yes [ ] No

*\*Please note that all POA's must be reviewed and approved by our firm in advance of closing. Original POA's must be brought to closing.*

Are the Sellers using proceeds from this closing for another immediate closing? [ ] Yes [ ] No

Is the property involved in probate? [ ] Yes [ ] No

Is there a pending or finalized divorce? [ ] Yes [ ] No

**Seller:**

Absent an engagement letter signed by McMichael & Gray, PC, our firm does not represent the Seller. A Seller may choose to obtain independent representation and advice from his or her own lawyer and advisors on any potential legal, tax, credit or other consequences of their purchases.

**FOR A SMOOTH CLOSING:**

- **Funds:** All funds must be wired. Failure to wire funds will cause a delay in closing. Funds must not be sent through ACH or Electronic Funds Transfer. Our wiring instructions are attached.
- **Identification:** All Sellers must bring a valid, government-issued photo ID to closing.

**If you have any questions regarding this form, please feel free to contact our office.**