



JARYD P. GREEN
& ASSOCIATES, LLC

Attn: _____ File# _____
Property Address: _____
Property Tax ID No.: _____ County: _____

Please return this sheet by uploading into the secure portal on our website, or email to jaryd@jpgattorneys.com as soon as possible. Your attention given in this matter is greatly appreciated. The information provided is imperative to help ensure your closing goes smoothly. If we can be of any assistance, please do not hesitate to contact us. Thank you.

Name(s) of BUYER(S)/SELLER(S):

1) _____ EIN/SS# _____
2) _____ SS# _____

BUYER/SELLER CONTACT

CELL: _____ WORK: _____ HOME: _____

EMAIL: _____ FORWARDING ADDRESS: _____

ADDITIONAL BUYER INFORMATION

Earnest Money Deposit (Wire/Check) Amount of EMD: _____ Date Due: _____

Cash _____ Loan _____

Lender (if Loan): _____; Lender Contact: _____

Loan Amount: _____

Agent/Broker Information: _____ (Agent) _____ (Brokerage)

Agent/Broker Contact: _____

ADDITIONAL SELLER INFORMATION

Forwarding Address: _____

Agent/Broker Information: _____ (Agent) _____ (Brokerage)

Agent/Broker Contact: _____

****IF SELLER IS A CORPORATE ENTITY, PLEASE FAX A RESOLUTION GIVING AUTHORITY TO SELL & REMEMBER TO BRING YOUR CORPORATE SEAL TO CLOSING****

*****IF SELLER IS an LLC, PLEASE PROVIDE ARTICLES OF ORGANIZATION, OPERATING AGREEMENT AND RESOLUTION*****

500 Buford Hwy, Ste 1001-111, Suwanee, GA 30024
jaryd@jpgattorneys.com
678-464-4311



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*** PAYOFF Information (1st, 2nd Mortgages and Equity Lines of Credit):

1st: _____ LOAN#: _____ PHONE: _____

2nd: _____ LOAN#: _____ PHONE: _____

****DISCLOSE ALL EQUITY LINES WITH OR WITHOUT BALANCES****

Is there a Mandatory Homeowners Association (HOA)? YES _____ NO _____

ALL HOA Closing Letters MUST be paid for PRIOR to closing by the responsible party (buyer/seller) and must be provided to our office no later than 5 days PRIOR to closing. Certain HOA Co/Assoc. charge "rush fees." You will be responsible for this fee if incurred.

Name of HOA: _____ EMAIL/PHONE: _____ CONTACT: _____

****IF THE SELLER LIVES OUT OF STATE AND THE PROPERTY BEING SOLD WAS NOT THE PRIMARY RESIDENCE FOR 2 OF THE LAST 5 YEARS, YOU MAY BE SUBJECT TO A 3% WITHHOLDING TAX****

****IF SELLERS DO NOT ATTEND CLOSING, THERE IS A \$195.00 POWER OF ATTORNEY FEE AND MAIL AWAY FEE. PLEASE ADVISE IF THESE SERVICES WILL BE REQUIRED****

******POWER OF ATTORNEY MUST BE A DISINTERESTED PARTY*****

IF THERE IS A HOME WARRANTY, PLEASE SEND WITH INVOICE

IF THIS IS A FHA, VA LOAN, OR A REQUIREMENT FROM THE LENDER, PLEASE PROVIDE THE TERMITE LETTER AND BRING THE ORIGINAL TO CLOSING

IF BUYER AND SELLER DO NOT ATTEND CLOSING TOGETHER (DIFFERENT TIMES/DAYS) A "SPLIT CLOSING FEE" WILL BE ASSESSED IN THE AMOUNT OF \$150.00

*** * ALL FUNDS DUE FROM SELLER MUST BE WIRED****

*****IF SELLER WOULD LIKE PROCEEDS WIRED, PLEASE PROVIDE BANK ROUTING# AND ACCT#. AT CLOSING OR PROVIDE VERBALLY** THERE IS A \$35 FEE FOR WIRING****

CUSTOMER AUTHORIZATION/LIMITED POWER OF ATTORNEY

I/WE HEREBY AUTHORIZE WEINSTEIN & BLACK, LLC TO RECEIVE INFORMATION FOR THE PURPOSE OF CLEARING TITLE, REQUESTING AND OBTAINING PAYOFFS AND RELEASES FROM LENDERS AND CORRECTING MISTAKES/ISSUES IN CHAIN OF TITLE.

BUYER(S)/SELLER(S)

NAME:

DATE

NAME:

DATE

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