

BUFORD OFFICE  
4472 Commerce Drive  
Buford, Georgia 30518  
(678) 482-4401



CANTON OFFICE  
141 Elizabeth Street  
Canton, Georgia 30114  
(678) 866-4277

## CONGRATULATIONS ON YOUR NEW PURCHASE!

### Here's a helpful checklist for your closing:

- ✓ Completed Buyer Information form (below) returned to Haley & Haley.
- ✓ Government issued photo IDs – Driver's license or a Passport is acceptable. Please bring more than one piece of ID. If neither a Driver's License or Passport are available, please contact our office to discuss.
- ✓ If documents at closing are being signed under a Power of Attorney, the ORIGINAL document granting signing authority must be at the closing. This document will be recorded and returned to you. Also note, the Power of Attorney document must be approved by the closing attorney and the lender PRIOR to your closing.
- ✓ Any closing conditions required by the lender, such as original tax returns, a settlement statement from a prior sale of the property, pay stubs, gift letters, etc.

### BUYER INFORMATION NEEDED FOR CLOSING ON NEXT PAGE

### PLEASE RETURN COMPLETED FORMS TO:

Canton Office: [LISA@HALEYANDHALEY.COM](mailto:LISA@HALEYANDHALEY.COM)

Buford Office: [ITA@HALEYANDHALEY.COM](mailto:ITA@HALEYANDHALEY.COM)

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### **BUYER INFORMATION**

(Please provide this information to our office prior to your closing)

#### **PURCHASER 1**

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

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

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

#### **PURCHASER 2 (if applicable)**

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

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

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

#### **PREFERRED MAILING ADDRESS (If different from property being purchased):**

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#### **IF MULTIPLE BUYERS:**

How would you like to hold title in your new property (please check only one)<sup>1</sup>?

- Joint Tenants with Right of Survivorship  
 Tenants in Common (this is the default if neither selected)

#### **SINGLE PURCHASERS:**

Would you like to add a spouse not on the loan to title? If so, please list the legal name of the person you are adding to title (name listed on her/his valid driver's license) so that we may prepare a Trailer Deed to have ready at closing.

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<sup>1</sup> ABSENT A SIGNED ENGAGEMENT AGREEMENT WITH HALEY & HALEY LAW GROUP, LLC, OUR FIRM DOES NOT REPRESENT THE BUYER OR SELLER. IF A PARTY REQUIRES LEGAL ADVICE REGARDING THE PURCHASE OF PROPERTY, PLEASE CONSULT INDEPENDENT COUNSEL.

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**SURVEY:**

A Buyer may choose to order a survey directly from any Georgia Registered Land Surveyor. If a survey is obtained, please forward a copy to our office well in advance of your closing.

**CLOSING FUNDS:**

Georgia law requires funds **exceeding \$5,000** to be received by WIRE. Our office will send wiring instructions to you. There may be a one hour to several hour delay on receipt of funds dependent upon a number of banking variables. It is best to order your wire earlier in the day and to take into consideration time zone, banking business hours and weekend time proximity. PLEASE NOTE, "ACH" IS NOT THE SAME AS A WIRE.

We accept personal checks for funds not exceeding \$1,000 and certified checks for funds not exceeding \$5000. WE DO NOT ACCEPT CASH.

**THANK YOU, AND PLEASE FEEL FREE TO GIVE US A CALL AS NECESSARY.  
WE LOOK FORWARD TO A SMOOTH TRANSACTION!**