

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



CANTON OFFICE
141 Elizabeth Street
Canton, Georgia 30114
(678) 866-4279

CONGRATULATIONS ON THE SALE OF YOUR HOME!

Here’s a helpful checklist for your closing:

- ✓ Completed Seller Information Form & Payoff Authorization (below) returned to Haley & Haley.
- ✓ Government issued photo IDs – Driver’s license or a Passport is acceptable. If neither a Driver’s License nor 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. Also note, the Power of Attorney document must be approved by the closing attorney and the lender PRIOR to your closing.
- ✓ Keys, Garage Door Openers, Security Codes/Passwords, Pool/HOA Keys, etc.
- ✓ Original Termite Letter, Inspection reports, Repair Receipts, Home Warranty or other Warranties (as applicable)
- ✓ Additional instructions as relates to the Buyer moving into their new home.

SELLER INFORMATION FOR CLOSING & PAYOFF AUTHORIZATION ON NEXT PAGE

SELLER INFORMATION FOR CLOSING

In order to prevent delays at closing and errors in obtaining proper payoffs, please promptly provide our office with the below information. This information allows us to provide a smooth and error-free closing experience.

Name of Seller 1

Social Security Number _____

Primary Phone _____

Email Address _____

New Forwarding Address _____

Additional Seller

Social Security Number _____

Primary Phone _____

Email Address _____

New Forwarding Address _____

1st Mortgage

Name of Mortgage Company: _____

Loan Account Number: _____

Customer Service Phone Number: _____

2nd Mortgage (if applicable)

Name of Mortgage Company: _____

Loan Account Number: _____

Customer Service Phone Number _____

HOA (Homeowners Association)

Contact Info: _____

Account Number: _____

PLEASE RETURN COMPLETED FORM TO:

Canton Office: ALI@HALEYANDHALEY.COM

Seller Payoff Authorization

By my below signature, I _____ (name(s)),
hereby provide Haley & Haley Law Group, LLC, my consent and authorization
to obtain any payoff information necessary, including, but not limited to, any
mortgage company holding a mortgage secured by property located at:

Signature

Date

Signature (if applicable)

Date