



MEDLEY & ASSOCIATES, LLC
ATTORNEYS AT LAW

SELLER INFORMATION

Please provide the following information to us as quickly as possible to ensure a satisfying and successful closing experience:

1. Please verify the property address:

2. Please verify the name(s) on the property:

3. Is this property your principal residence address?

4. Are you a U.S. citizen? Yes / No
Are you a GA resident? Yes / No
Are there any outstanding tax appeals? Yes / No

5. Social Security No(s): _____

6. Contact Information:

Home: _____ Work: _____ Cell: _____

Forwarding Address: _____

Email Address: _____

7. Homeowners/Condo Association Information: ****ADVANCED PAYMENT MAY BE REQUIRED****

Upon request, the buyer will contact the association/management company and make advance payment in order for Medley & Associates to obtain the HOA closing letter. Failure of the buyer to make such advance payment may delay closing.

Homeowners/Condo Association name:

Management Company name (Treasurer's name if self-managed):

Phone: _____ Fax: _____ Email: _____

Dues Amount: _____ Monthly: _____ Quarterly: _____

Annually: _____

8. Home Warranty Information: if you are providing a Home Warranty, please fax us a copy and indicate the following:

Company Name

Phone: _____ Fax: _____

9. Water Service Provider: _____ Sewer Service Provider: _____

Sanitation Service Provider: _____

10. Special Circumstances: Please check whether any of these apply to the property or to you:

Divorce in process Relocation Company involved Property involved in Probate/Bankruptcy in process Mobile Home Power of Attorney needed

Other _____

11. Are there any Federal Tax Liens filed against any seller? Yes / No
Are there any State tax lien filed against any seller? Yes / No

12. Will you be attending the closing?* Yes / No

Funds to close (from buyer or seller) must be wired to our firm's escrow account. Please provide an email address and Medley & Associates will immediately forward wiring instructions. To protect you against wire fraud from outside sources who have targeted home buyers, do not accept wiring instructions from anyone other than Medley & Associates.

*Please note the following items **may** be required for closing:

Photo ID Home Warranty, if applicable Corporate Docs Wired Funds, if applicable

Termite Letter, if applicable Paid Receipts, if applicable

13. Loan Information: ****COMPLETE THE ATTACHED LOAN INFORMATION SHEET****

a. Do you have any outstanding loans? Yes/No

Please complete the attached Loan information for each and every outstanding mortgage encumbering the property described above. Failure to provide the requested information in its entirety and in a timely manner may cause a closing delay.

b. Do you have any other outstanding liens (tax lien, contractor lien, HOA lien)? Yes/No

Please attach a separate sheet with information on additional payoffs (tax lien, contractor lien, HOA lien).

LOAN INFORMATION

Existing Mortgage(s) on Property:

If there are more than two mortgages, please make additional copies as needed.

1. _____ Loan No.: _____
 Lender Name

Approximate Balance \$ _____ Negotiated Payoff/Short Sale? Yes/No

Phone No.: _____ Fax No.: _____

Is an Equity Line? Yes/No Approximate Balance \$ _____

ATTN HELOC LENDERS: Please be advised that this letter authorizes you to freeze the referenced credit line upon issuance of your payoff statement demand. If you require further authorization, please contact the undersigned immediately. PAYMENT PURSUANT TO YOUR PAYOFF STATEMENT (DEMAND) WILL ELIMINATE ANY SECURITY INTEREST YOU HAVE IN THE PROPERTY IN **QUESTION** *In order to avoid* unsecured **additional advances** the **account must be** frozen **upon** issuance **of** your payoff demand. If you make any additional advances they will not be secured by the subject property. We will be completing an escrow/closing transaction involving a new owner or lender in reliance on the release of your security interest in the property. Upon payment you will be obligated to issue a release of the deed to secure debt securing the line of credit.

***** 2.

_____ Loan No.: _____
 Lender Name

Approximate Balance \$ _____ Negotiated Payoff/Short Sale? Yes/No

Phone No.: _____ Fax No.: _____

Is an Equity Line? Yes/No Approximate Balance \$ _____

The undersigned does hereby acknowledge that Medley & Associates is handling the closing of my property and does hereby authorize any and all information regarding my loan account to be released to Medley & Associates.

_____ Name* _____ Name*
 Security No.: _____ Security No.: _____

**Electronic Signatures are not accepted*

LIEN INFORMATION

Existing Lien(s) on the Property:

Please complete information for each **existing lien** on the property or in **your name** and sign where indicated. (If there are more than two liens, please make additional copies as needed).

1. _____ Lien No.: _____
Lien Holder Name

Approximate Balance \$ _____

Lien Holder Attorney Attorney's Email Address

Phone No.: _____ Fax No.: _____

Is an Equity Line? Yes/No Approximate Balance \$ _____

2. _____ Lien No.: _____
Lien Holder Name

Approximate Balance \$ _____

Lien Holder Attorney Attorney's Email Address

Phone No.: _____ Fax No.: _____

Is an Equity Line? Yes/No Approximate Balance \$ _____

The undersigned does hereby acknowledge that Medley & Associates is handling the closing of my property and does hereby authorize any and all information regarding my loan account to be released to Medley & Associates.

Name* Name*

Security No.: _____ Security No.: _____

**Electronic Signatures are not accepted*