



❖ **MORTGAGE PAYOFF INFORMATION** (please attach a separate page if more space is needed)

	<u>Lender Name</u>	<u>Phone #</u>	<u>Account / Loan #</u>
1 <sup>st</sup> Mortgage			
2 <sup>nd</sup> Mortgage			

❖ **Signed Authorization to obtain payoff requests:**

**I HEREBY GIVE SMITH, CAVIN & CORBIN, LLC AND ITS AGENTS AUTHORIZATION TO OBTAIN INFORMATION ON MY ACCOUNTS, SUCH AS PAYOFF REQUESTS, PAYMENTS MADE & SIMILAR INQUIRIES.**

Date:	Seller #1:	SIGNED _____
	Seller #2:	SIGNED _____

**PLEASE NOTE: If you have your mortgage payment(s) set up to be paid by automatic draft it will be your responsibility to cancel the automatic draft(s).**

❖ **HOMEOWNERS OR CONDO ASSOCIATION?** Check One:      **Mandatory**      **Optional**      **None**

Association Name:

Management Contact:	Phone number	Fax
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❖ **Home Warranty** (if applicable)      Check One:      **Yes**      **No**

Name of Company:	Amount \$	
Who is paying for the termite letter? Check one:	Buyer	Seller      Agent

❖ **COUNTY OR CITY UTILITIES INFORMATION** (only provide this information for county or city utilities – no information is required for private utility companies)

Sanitation:	Account #:	Phone #:
Water/Sewer:	Account #:	Phone #:

**Please check any title issues below that you are aware of and provide the requested information as soon as possible:**

If your name is different from name on deed, due to marriage, divorce or name change, please explain: \_\_\_\_\_ ; Please provide documentation showing that your name was changed.

Bankruptcy--if applicable, please provide the following: Case No.: \_\_\_\_\_ ;  
 Bankruptcy Attorney: \_\_\_\_\_ ; Bankruptcy Attorney Phone #: \_\_\_\_\_ ;  
 Trustee's Phone #: \_\_\_\_\_

Death of title holder --if applicable, please provide us a copy of the Death Certificate and a copy of the Will with Letters Testamentary **or** a copy of the No Administration Necessary

Law Offices  
**SMITH, CAVIN & CORBIN, LLC**  
750 Hammond Drive, Building Eleven  
Atlanta, GA 30328  
404.256.9000 fax: 404.843.0026  
[www.closingattorney.com](http://www.closingattorney.com)  
[preclosing@closingattorney.com](mailto:preclosing@closingattorney.com)

Divorce --if applicable, please provide us a copy of the Divorce Decree

Foreclosure --if applicable, please provide the foreclosing attorney's phone number:

Liens other than mortgages, such as tax liens or materialmans' liens-- if applicable, please provide us with this information as soon as possible so that payoffs/bonds/releases may be obtained prior to closing:

Mail Away --if applicable, please provide the name, address, phone number and e-mail address of the party requiring the mail-away:

Power of Attorney --if applicable, please provide the name, address, phone number and e-mail address of the party requiring the power of attorney:

Short Pay --if applicable, please provide a written agreement from the lender along with contact information for the lender:

Other: please explain:

**WHAT SHOULD YOU BRING TO CLOSING?**

1. Valid, unexpired, government issued photo identification (such as a driver's license or passport).
2. Termite report (if applicable).
3. Septic tank inspection (if applicable).
4. Well report (if applicable).
5. Wiring instructions (required if you want your proceeds to be wired – please note, there will be a \$25.00 wire fee).
6. Keys, garage door openers, manuals or any other documents for the purchaser.
7. Original Power of Attorney (if applicable).
8. Any other documentation requested by law firm.

Thank you for your cooperation. We look forward to working with you! Please contact us if we may help in any way.

Sincerely,

Pre-Closing Department  
Smith, Cavin & Corbin, LLC