



Loan Payoff Information

Please fill out the attached "Request for Loan Payoff Information." **WE MUST HAVE THIS COMPLETED INFORMATION SHEET BACK TO US WITHIN 2 DAYS TO AVOID ANY DELAYS IN YOUR CLOSING.** This form will be used to contact your present mortgage lender(s) in order to prepare them for the payoff. Please contact me as soon as possible with your loan payoff information. We need the name of your company, the telephone number, your account number and your social security number. Many companies require a 3-7 day turnaround, therefore it is very important that we get this information to order your payoff as soon as possible.

Name as shown on loan: _____
Your EMAIL: _____
Your contact number: _____

For each outstanding loan against the property, please provide the name of the mortgage company (or individual) servicing the loan, their telephone number, and the loan number. ****This would include an equity line, car loan or any other type of loan that is secured by your property and/or being paid off at closing. Even if your equity line has a 0 balance, please provide information so we can verify****

EXISTING MORTGAGE HOLDER **PHONE** **LOAN NO.**

EQUITYLINE HOLDER **PHONE** **LOAN NO.**

If the property is subject to mandatory homeowner's association membership (i.e., either or condominium), please provide the following:

HOMEOWNER ASSOCIATION REPRESENTATIVE NAME (INDIVIDUAL OR COMPANY) AND PHONE:
NAME **COMPANY** **PHONE**

A current termite report is generally required, either by the lender or by the terms of the contract, or both. We recommend that a copy of the termite report (with graph, if any) be faxed to our office as soon as it is available so that we may provide it to the lender for advance review, if necessary. In order that the settlement statement may be prepared properly, please provide:

AMOUNT CHARGED **NAME OF TERMITE CO.** **PAID OR COLLECT?** **PHONE NO.**

To facilitate document preparation, please provide the requested information about the sellers. If either of the sellers is not a Georgia resident, this transaction may be subject to state withholding tax; likewise, if they are "foreign persons" under IRS guidelines, the sale may be subject to federal withholding tax. Please contact our office if you need further information to determine whether withholding taxes will be owed.

YOUR ADDRESS (AFTER CLOSING) **SOCIAL SECURITY NO.**

If you are closing in the name of your corporation, please provide the following (you will need to bring to closing its corporate resolution and seal; if new construction, a certificate of occupancy is also needed);

FULL NAME(S) OF OFFICER(S) SIGNING **CORPORATE TITLE**

Additional Charges to Collect at closing (e.g. home warranties, repairs, etc.);

ITEM **PAYEE** **AMOUNT TO COLLECT**
