

**F. Lee Perkins, P.C. Preclosing Information**  
**327 E. Main St.**  
**Cartersville, GA 30120**  
**770-386-1980**

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In order for your closing to go as smoothly as possible, we need certain information from the Seller as early on in the process as we can get it. Once this document is completed, you may fax it to 770-386-6380 or e-mail it to [judy@leeperkinslaw.com](mailto:judy@leeperkinslaw.com). Thank you for your assistance.

Property Address: \_\_\_\_\_

Buyer: \_\_\_\_\_

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

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

Seller e-mail: \_\_\_\_\_

\*Please list the information below so that we may obtain your loan payoffs:

Last 5 digits of SS# of primary party on loan: \_\_\_\_\_

Name of loan servicer (loan #1): \_\_\_\_\_

Loan number: \_\_\_\_\_ Lender phone #: \_\_\_\_\_

Name of loan servicer (loan #2): \_\_\_\_\_

Loan number: \_\_\_\_\_ Lender phone #: \_\_\_\_\_

\*Is there a divorce pending with the sellers? \_\_\_\_yes \_\_\_\_no

\*If property has an HOA, please list the name, phone number and e-mail address of the HOA contact to obtain a clearance letter:

\_\_\_\_\_

\*Will the Seller(s) be attending the closing? \_\_\_\_\_yes \_\_\_\_\_no

If "no", how will the documents be executed? \_\_\_\_\_ Power of Attorney \_\_\_\_\_ mail away  
(Please note, additional fees may apply for preparation and recording of power of attorney documents as well as overnight fees for mail away closings.) If using a Power of Attorney,

please provide us with a copy of the proposed POA to be used, or let us know if we need to prepare one.