

**As the seller in the transaction you can help ensure a smooth closing by being prepared to provide information and items as requested by our firm and/or your agent:**

- **Seller's Closing Information Sheet:** Soon after scheduling your closing time our closing paralegal will send you a "[Pre-Closing Info Sheet for Seller](#)." This document is a crucial part of the pre-closing process. Please fill in the required information and return it to our firm as soon as possible.
- **When and Where:** Confirm that the closing date and time as scheduled meets with your expectations. Be sure you know which office location you need to attend. If you are not able to come to the closing please inform our office immediately so we can help you obtain a Power of Attorney or provide you with "mail out" service.
- **Spell-check:** Please notify the firm if your name is misspelled, your address is incorrect or you notice any other typos or errors.
- **Identification:** At least one, if not two, forms of legal identification with your picture are required. Play it safe and bring two picture IDs to closing.
- **Special Accommodations:** We are happy to assist with any special requests such as ensuring wheel chair access, welcoming language translators, or scheduling separate times for closing. Please let us know of such requests in advance so we will be prepared.
- **Funds:** Please review the "wiring instructions" tab of our website. Georgia's "Good Funds" statute requires monies due at closing be wired into our escrow account. Wiring funds the day prior to closing ensures timely receipt and prevents delays. Checks and certified funds are accepted on a limited basis.
- **Original Documents:** If required, please bring whatever original documents as requested by our firm, or your agent. For example, bring originals of Powers of Attorney, repair invoices, lien releases or Security Deed cancellations.
- **Termite Letter and Home Warranty:** If the contract requires you provide a termite letter and/or a home warranty please obtain these items as soon as possible and forward a copy to our firm for review.
- **Last Minute Payments:** If you make any loan, tax, utility or homeowners association payments within seven (7) days prior to closing, please let our firm know immediately so we can make any necessary adjustments to your final net total.
- **Keys, Fobs and Warranties:** Bring all keys and fobs to closing. Provide any warranties that are not expired on appliances and services. If codes are needed for any remaining device, such as an alarm or garage door system, please be prepared to offer them.