

# BOLING RICE LLC

A LIMITED LIABILITY COMPANY

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207 PIRKLE FERRY ROAD  
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\_\_\_\_\_  
Margaret A. Spaulding

Leon Boling (1919 - 2015)  
Larry H. Boling (1951 - 1991)

Telephone: 770.887.3162  
Facsimile: 770.889.8824  
Facsimile: 770.844.6602

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

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

BR File No.: \_\_\_\_\_

This firm needs the following information in order to begin the pre-closing process for the above referenced file. Please fill out the information completely. If you have any questions, please do not hesitate to contact me. **Please do not e-mail the completed information questionnaire unless you are sending via encrypted e-mail. You may also send via facsimile to 770.889.8824.**

## SPECIAL CONSIDERATIONS:

1. Please check to make sure all names are spelled correctly (including, middle initials, middle names, and suffixes).
2. If more than one person is an owner of the property being sold, please verify if all parties plan to attend the closing: \_\_\_\_\_ Yes / \_\_\_\_\_ No
  - (a) In the event that you answered "no" to question 2, will you require our office to supply a satisfactory power of attorney? \_\_\_\_\_ Yes / \_\_\_\_\_ No
  - (b) In the event that you answered "no" to question 2(a), please send me a copy of the power of attorney you will be supplying so that we may verify that it is legally sufficient.
  - (c) Please ensure that you bring the *original* fully executed, witnessed, and notarized power of attorney to the closing in our office.
3. Are any of the sellers of the property currently involved in an open bankruptcy action or is the property being sold currently in foreclosure? \_\_\_\_\_ Yes / \_\_\_\_\_ No



HOMEOWNER'S ASSOCIATION:

**\*\*NOTE:** If there is a homeowner's association for the development or subdivision where the property is located and the homeowner's association collects mandatory assessments (dues), our office must obtain a written association closing letter regardless of the status of the account.

Is there a mandatory homeowner's association? \_\_\_\_\_ Yes / \_\_\_\_\_ No

If you answered "yes" to the question above, please provide the name and contact information for the company which manages the association:

\_\_\_\_\_  
\_\_\_\_\_

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

LOANS SECURED BY THE PROPERTY:

**\*\*NOTE:** Please include home equity lines of credit and second mortgages. The information required below will typically be found on the payment information letter you receive on a monthly basis.

Name of Lender: \_\_\_\_\_  
Loan Number: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

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OTHER LIENS AFFECTING THE PROPERTY:

**\*\*NOTE:** In the event that you are aware of any other liens which affect the seller(s), or any of them which own an interest in the property (e.g. Federal tax liens, judgment writs of fieri facias, ad valorem tax liens), please disclose below as fully as possible so that we may begin the process to obtain a payoff and release of the property.

Name of Creditor: \_\_\_\_\_  
Identifying Information (e.g. case number): \_\_\_\_\_  
Phone Number: \_\_\_\_\_

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Phone Number: \_\_\_\_\_

HOME WARRANTY:

Is the seller(s) providing a home warranty to the purchaser(s) at seller's cost? No \_\_\_\_\_ Yes / \_\_\_\_\_

If you answered "yes" to the question above, please complete the following:

Name of Warranty Company: \_\_\_\_\_  
Cost of the Warranty: \_\_\_\_\_

OTHER:

1. Please ensure that each seller brings a form of photo identification to closing (driver's license, state issued identification, passport).
2. If the seller(s), or any of them, require a "mail-away" closing, please be aware that our office charges a small fee for this service. Please let us know no later than ten (10) business days prior to the anticipated closing date if a mail-away closing will occur.
3. If the purchase and sale agreement provided to our office does not contain information about any commission being paid to any broker or salesperson, please contact us immediately to provide us information about the commission, to whom it is being paid, etc.
4. Please note that if the seller(s) are required to pay funds at closing to consummate the sale of the property, pursuant to O.C.G.A. § 44-14-13 all funds exceeding the sum of \$5,000.00 provided to our office for a closing must be in the form of a **wire transfer** only. No official or certified cashier's checks can be accepted unless the amount is \$5,000.00 or less. Please contact us to obtain wiring instructions.
5. Please sign and date the attached authorization form so that our office can obtain necessary payoffs of any loans.