KHANO & ASSOCIATES, ATTORNEYS AT LAW
58 SOUTH PARK SQUARE NE, SUITE N
MARIETTA, GA 30060
P 404-522-6031
F 404-522-6034

TO:

FROM: GWEN RAAKE GWEN@KHANOLAW.COM

RE: BUYER: _____

SELLER: _____

ADDRESS: _____

NOTICE: If this property is a modular or mobile home we MUST be notified immediately!!!!

PLEASE PROVIDE TO CUSTOMER AND HAVE THEM COMPLETE THIS FORM AND EMAIL OR FAX IT BACK TO 404-522-6034 AS SOON AS POSSIBLE

SELLER'S NAMES:_____

_____

SELLER'S FORWARDING ADDRESS: _____

_____

HOME PHONE: _____ OFFICE: _____

SELLER'S SOCIAL SECURITY NUMBERS: (his) _____

(hers) _____

WHAT COMPANIES SHOULD WE CONTACT FOR PAYOFFS, INCLUDING 2ND MTGS AND EQUITY LINES (EVEN IF THERE IS A ZERO BALANCE)?

1. Lender: _____

   Phone: _____ Fax: _____

2. Lender: _____ Loan #: _____

   Phone: _____ Fax: _____

IS HOMEOWNER'S ASSOCIATION MANDATORY? Yes: ☐ No: ☐ N/A: ☐

Company/Contact: _____ Phone: _____ Fax: _____

TERMITE INSEPECTION: Company: _____

Phone: _____ Amount: $_____ Collect at Closing: _____ Already Paid: _____

PLEASE FAX TERMITE LETTER TO OUR OFFICE 72 HOURS PRIOR TO CLOSING. THANKS!

ARE THE SELLERS PROVIDING A HOME WARRANTY AT CLOSING? Yes: ☐ No: ☐

Home Warranty Company: _____ Phone: _____ Amount: $_____

Confirmation ordered by: _____ Collect at closing: _____ Paid: _____

IS/ARE THE SELLER(S) GEORGIA RESIDENTS? Yes: ☐ No: ☐

IS PROPERTY THE SELLERS' PRINCIPAL RESIDENCE? Yes: ☐ No: ☐

SPECIAL SITUATIONS

WILL THE SELLER NEED POWER OF ATTORNEY? Yes: ☐ No: ☐

NAME OF PERSON **GIVING** POA: _____

COUNTY AND STATE OF RESIDENCE: _____

NAME OF PERSON **GETTING** POA: _____

COUNTY AND STATE OF RESIDENCE: _____

IF RELOCATION COMPANY IS INVOLVED, NAME OF RELO. CO.:

_____

Contact: _____ Phone: _____ Fax: _____

PLEASE FILL OUT AND EMAIL OR FAX BACK TO 404-522-6034 AS SOON AS POSSIBLE OR CLOSING MAY HAVE TO BE POSTPONED.

THANK YOU!

I hereby authorize KHANO & ASSOCIATES to obtain any information regarding the payoffs of existing mortgages for the sale of my property.

Sincerely,

_____

_____