



141 Elizabeth Street,  
Canton, Georgia 30114  
(678) 866-4277

Other Locations:  
Jasper, Blue Ridge, Buford

## CONGRATULATIONS ON THE SALE OF YOUR REAL ESTATE PROPERTY!

Here's a helpful checklist for your closing:

### **Before Closing:**

- ✓ Complete the Seller Information Form & Payoff Authorization via the ClosingLock portal at your earliest convenience to avoid any delays in closing.
- ✓ Please contact us immediately regarding any special circumstances including the need for a Power of Attorney, a deceased owner, liens, lawsuits or divorce proceedings potentially affecting your property. The more information you provide, the earlier we can resolve any potential issues impacting the transfer of title to the Buyer.
- ✓ If you are an LLC or Corporation, send us or upload to ClosingLock your Corporate Resolution, Operating Agreement, or Shareholder Agreement showing authorized signatories and powers of sale.

### **For Closing Day:**

- ✓ Government issued photo IDs – Driver's license or a Passport are acceptable. If neither a Driver's License nor Passport are available, please contact our office to discuss. PLEASE LET US KNOW IN ADVANCE IS YOU ARE NOT A US CITIZEN/PERMANENT RESIDENT ALIEN OR IF YOU ARE NOT A GEORGIA RESIDENT. There may be tax withholding requirements we will need to address.
- ✓ If documents at closing are being signed under a Power of Attorney, the ORIGINAL document granting signing authority must be brought to closing. This document will be recorded and returned. Also note, the Power of Attorney document must be approved by the closing attorney PRIOR to your closing.
- ✓ Check with your real estate agent regarding transfer of Keys, Garage Door Openers, Security Codes/Passwords, Pool/HOA Keys, etc. to the new owner.
- ✓ As applicable, make sure any additional instructions per your purchase and sale agreement are fulfilled.

Please reach out to our office with any questions or concerns you may have. We are here to help you with anything you need during this process!