



# THE MERRITT LAW FIRM

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## PRE-CLOSING INFORMATION Buyer

Buyer Name: \_\_\_\_\_ & \_\_\_\_\_  
Phone Number: \_\_\_\_\_ ( ) Home ( ) Work ( ) Cell  
Phone Number: \_\_\_\_\_ ( ) Home ( ) Work ( ) Cell  
Phone Number: \_\_\_\_\_ ( ) Home ( ) Work ( ) Cell  
Phone Number: \_\_\_\_\_ ( ) Home ( ) Work ( ) Cell  
Email Address: \_\_\_\_\_ & \_\_\_\_\_  
Current Address: \_\_\_\_\_ & \_\_\_\_\_  
\_\_\_\_\_

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

\*\*\*\* **PLEASE NOTE:** Any and all contact information provided on this document cannot be changed without the direct contact by you to our office. Please make sure that all communication with our office is made via the telephone number(s) and email address(es) provided above. \*\*\*\*

If multiple Buyers, are the Buyers married? ( ) Yes ( ) No

If Buyer is not an individual, who will be signing on behalf of the entity? \_\_\_\_\_

### **Hazard Insurance Information:**

Insurance Agent Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Lender Contact Information (for financed transactions only):**

Lender Name: \_\_\_\_\_  
Loan Officer/Processor Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**Property Information:**

Is this an Investment Property?     Yes     No

Is there a manufactured or mobile home being purchased with this property?     Yes     No

**Survey:**

Buyer may choose to order a survey directly from any Georgia Registered Land Surveyor. If a survey is performed, please have a copy forwarded to our office prior to closing.

**Additional Information:**

Please make it a priority to attend closing. There are extra costs associated with remote closings and our office must be able to prepare in advance.

Will all Buyers attend the closing?                             Yes     No

Is a Power of Attorney (POA) needed?                             Yes     No

Please note that all POAs must be reviewed and approved by our firm in advance of closing. On financed transactions, Lender approval is also required. Original POAs must be brought to closing.

**Agents:**

Please email or fax the Commission Agreement-Instructions to Attorney to our office as soon as possible.

**FOR A SMOOTH CLOSING:**

- Funds: All funds must be wired. Failure to wire funds will cause a delay in closing. Our office wire instructions can be sent to you via our NEO CERTIFIED secure email.
- Identification: All Buyers must bring two (2) forms of identification to closing. One of those forms must be government-issued photo ID.

If you have any questions regarding this form, please feel free to contact our office.

**PLEASE READ:** Our office routinely holds earnest money for purchasers as per the terms of their contract. We also occasionally (particularly for properties outside of Morgan County), order title searches from an abstract agency or another trusted attorney. Please know that if a title abstract fee has been generated and you terminate your purchase contract for any reason, that abstract cost will be deducted from the earnest money and you will be reimbursed the difference. We will provide a copy of the abstract fee to you.

Acknowledged by Purchaser(s): \_\_\_\_\_