



**5555 Glenridge Connector
Suite 400**

Atlanta, Georgia 30342

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PRE-CLOSING INFORMATION

Property Address: _____
Closing Date/Time: _____
Buyer's Name: _____

WE NEED THE FOLLOWING INFORMATION IN ORDER TO BEGIN THE PRE-CLOSING PROCESS FOR THE ABOVE-REFERENCED CLIENT

PHONE NUMBER FOR BUYER(S): _____ (____) _____ (H) (W) (C)

EMAIL: _____

LENDER CONTACT: _____ (____) _____
NAME PHONE NUMBER

EMAIL: _____

HAZARD INSURANCE INFO: INSURANCE AGENT: _____

PHONE NUMBER (____) _____

WE WILL NEED A COPY OF THE HAZARD INSURANCE DECLARATIONS PAGE FAXED TO US PRIOR TO CLOSING

ADDITIONAL INFORMATION:

1. PLEASE BRING A GOVERNMENT ISSUED PHOTO I.D. TO CLOSING AS WELL AS AN ADDITIONAL PHOTO I.D.
2. **IF REQUIRED TO BRING ANY FUNDS TO CLOSING, IT MUST BE BY WIRE TRANSFER.** PLEASE WIRE THE FUNDS DUE PRIOR TO CLOSING; BE SURE TO REFERENCE YOUR NAME AND ADDRESS OF PROPERTY.
3. PLEASE CHECK WITH THE LENDER PRIOR TO CLOSING TO SEE IF THE LENDER REQUIRES ANY OTHER ITEMS TO BE BROUGHT TO CLOSING.
4. TERMITE LETTER, IF REQUIRED BY LENDER OR CONTRACT, MUST BE FAXED TO OUR OFFICE PRIOR TO CLOSING! PLEASE BRING THE ORIGINAL REPORT WITH YOU TO CLOSING.

PLEASE LET US KNOW, IN ADVANCE, IF YOU HAVE ANY SPECIAL REQUESTS (IE. POWER OF ATTORNEY, MAIL OUT, ETC.)

IF YOU HAVE ANY QUESTIONS, PLEASE DO NOT HESITATE TO CALL.

THANK YOU FOR YOUR COOPERATION,

THIS SHEET SHOULD BE FAXED TO: 404.459.0704
OR
EMAILED TO: INFO@NEELANDROBINSON.COM