



SLEPIAN | SCHWARTZ | LANDGAARD
A T T O R N E Y S A T L A W

A GUIDE TO THE CLOSING PROCESS

Please read this packet in its entirety.

The purpose of this guide is to make the closing process a smooth and enjoyable one for all involved.

Thank you for choosing Slepian, Schwartz and Landgaard.

We truly appreciate your business.

HELPFUL HINTS FOR A SMOOTH CLOSING:

- ❖ **TWO** forms of identification are required at closing. Your driver's license as well as one more form. It is preferred if the second form of identification has a picture on it, however, a picture is not required. The second form of identification may be anything but a credit card, e.g. military identification card, membership club card, weapon license, etc.

- ❖ Please show up 10 minutes early to closing so that we may copy your driver's license and obtain any additional items required for closing.

- ❖ **The Georgia Good Funds Law:** The law prohibits the disbursement of funds until all funds are collected (O.C.G.A. § 44-14-13(c)). "Collected Funds" means that the funds have been fully credited in our account. (See THE MONEY guide later in this packet.)
 - **\$0 → \$4,999.99:** cash, personal check, cashier's check, certified check and wires are acceptable. (No ACH's)
 - **\$5,000.00 → \$9,999.99:** cash and wires are acceptable. (No personal checks, certified checks, bank drafts, cashier's checks or ACH's.)
 - **Over \$9,999.99: ONLY WIRES** are acceptable. (No cash, personal checks, certified checks, bank drafts, cashier's checks or ACH's.)


- ❖ **SELLERS:** Please return the Seller's Information Sheet AND Seller's Authorization Form included in this package (both pages) as soon as possible in order to avoid possible delays.


- ❖ **AGENTS:** Please forward any Disbursement Authorizations / Pay-at-Close documents as soon as possible in order to avoid issues with the final disbursement of settlement/closing funds.

CONTACT INFORMATION

SLEPIAN | SCHWARTZ | LANDGAARD

42 EASTBROOK BEND
PEACHTREE CITY, GEORGIA 30269

: 770.486.1220

: 770.631.2340

: WWW.SLEPIANFIRM.COM

Title requests may be emailed to title@slepianfirm.com.

Loan documents should be emailed to closing@slepianfirm.com.

Post-closing requests may be sent to rebecca@slepianfirm.com.

Helpful email addresses

Director of First Impressions	deborah@slepianfirm.com
Title Coordinator	erika@slepianfirm.com
Title Binder Manager	deb@slepianfirm.com
Pre-Closers	ateala@slepianfirm.com jennifer@slepianfirm.com saudia@slepianfirm.com
Closers	rachel@slepianfirm.com cassi@slepianfirm.com julie@slepianfirm.com
Post-Closer	rebecca@slepianfirm.com cindy@slepianfirm.com

The most efficient way to contact our office is by email so that we may track any request.

THE MONEY -- SENDING MONEY TO US

AMOUNTS REQUIRED FOR CLOSING: Effective 07.01.2012, pursuant to O.C.G.A. §44-14-13, **all funds exceeding the sum of \$5000.00 brought to a closing must be in the form of a wire transfer only.** No official, certified, or cashier's checks can be accepted for amounts over \$5,000.00.

CASH: We will accept cash up to \$9,999.99.

ACH'S: **ACH transfers are NOT the same as wires and our firm will not accept them for any amount.** ACH transfers are subject to federal laws that give the consumer 60 days to claim that a transfer is unauthorized; and if the consumer claims that a transfer was unauthorized, the funds will be immediately withdrawn from our account. Therefore, ACH funds are not considered "settled" under the Georgia good funds law.

TRANSFERRING MONEY ONLINE: Please note that if you use an online system to transfer money it will come over as an **ACH transfer.** See above – **WE CANNOT ACCEPT ACH'S.**

TIMING: Please allow 3-4 hours from the time you send your wire to the time it is received at our office. If your closing is before noon, please try and send your wire before 2 p.m. the previous day. If the wire has not been received in our office by the time of closing, we will not be able to disburse funds and "officially" close.

CASH DEPOSITS: You may **NOT make a CASH deposit into the IOLTA account.** Funds must be WIRE transfer.

******PLEASE NOTE:** When submitting your funds for wire, we strongly encourage you to NOT LEAVE YOUR BANKING CENTER until you have been provided a Federal Reference Number. This number usually begins with some variation of the date (i.e. the month and day the wire is to be released). It is a 16-20 digit number. Many Banking Institutions are holding funds to be wired until the end of the business day. Internal or Bank reference numbers are NOT Federal Reference numbers.****

WIRING INSTRUCTIONS

Receiving Bank	CB&T, a Division of Synovus Bank
Receiving Bank ABA#	061100606
Beneficiary's Name	Slepian, Schwartz & Landgaard
Beneficiary's Account#	1006214132

Please Contact our Wire Department Bank of North Georgia with any questions you may have 1-800-342-8811 Option 2

CB&T Address: 1148 Broadway Columbus, GA 31901	Slepian, Schwartz & Landgaard Address: 42 Eastbrook Bend Peachtree City, GA 30269
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****Reference sender's name & property address****

****OUR FIRM DOES NOT accept changes or modifications to these instructions, by email or otherwise, without VERBAL confirmation from this office. 770-486-1220**

THE MONEY – YOUR PROCEEDS

If you would prefer our firm to wire your proceeds please let us know **PRIOR** to closing.

The fee for this service is \$32.00.

Please fill out your wiring instructions below and forward to closing@slepianfirm.com .

PROPERTY ADDRESS: _____

EXACT NAMES AS SHOWN ON BANK ACCOUNT:

NAME AND ADDRESS OF BANK FUNDS WILL BE REMITTED TO:

ABA ROUTING NUMBER FOR BANK: _____

*****PLEASE CONTACT YOUR BANK TO CONFIRM THIS INFORMATION – IT IS NOT ALWAYS THE SAME NUMBER AS SHOWN ON YOUR CHECKS AND/OR DEPOSIT SLIPS*****

ACCOUNT NUMBER: _____

I request and authorize Slepian, Schwartz and Landgaard to wire the proceeds from the sale of the property listed above. I have confirmed the information provided above to be correct. (All sellers must sign.)

Date: _____

X _____

X _____

This section to be signed at closing confirming these instructions:

X _____

X _____

THE FEES: CASH PURCHASE (RESIDENTIAL)

>Buyer pays the fees unless otherwise noted<

Title Services: includes	\$562.00*
• Attorney's Fees	\$350.00
• Title Exam/Review	-\$180.00 or more (Fayette or Coweta/may increase if more complex) -\$180.00 - \$400.00 (other counties vary depending on location and complexity)
• Wire Fee	\$32.00

Title Insurance:

(Enhanced) Owner's Title Insurance *PLEASE NOTE: We are title agents for multiple title companies. This link will give you an ESTIMATE of the cost*	For an estimate, https://www.stewartratecalculator.com/ *Simultaneous Issue: NO *Loan Policy: NO POLICY NEEDED *Owner's Policy: ENHOP
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Recording and State Charges:

Recording Fees	\$45.00 (estimate)
Transfer Tax	\$1.00 per \$1,000.00 of the purchase price

Other Charges:

Seller Mail Away Closings (SELLER FEE)	\$25.00 (overnight charge)
Preparation of POA/Subordinations/Affidavits	No Additional Charge (**Recording fees may apply**)
Preparation of Quitclaim Deeds	No Additional Charge (**Recording fees may apply**)
REO/Foreclosure Closings	No Additional Charge
Title Clearance (most defects)	No Additional Charge
Express/Handling/Release Fee (SELLER FEE)	\$50.00/Payoff

PLEASE NOTE: **There will be a \$150.00 charge if there is a “split” closing i.e. if the Buyer and Seller are not at the closing at the same time for ANY reason (does not include “Seller Mail Away” closings; see above). Please advise our office as to which party will pay this fee.

THE FEES: PURCHASE with FINANCING (Residential)

>Buyer pays the fees unless otherwise noted<

Title Services: includes	\$889.00*
• Attorney's Fees	\$450.00
• Title Exam/Review	-\$180.00 or more (Fayette or Coweta/may increase if more complex) -\$180.00 - \$400.00 (other counties vary depending on location and complexity)
• Title Commitment	\$50.00
• Wire Fee (2 wires)	\$64.00
• Post-Closing Fee	\$85.00
• Insured Closing Letter Fee	\$40.00
• TRID Compliance Fee	\$20.00

Title Insurance:

Lender's Title Insurance (Enhanced) Owner's Title Insurance *PLEASE NOTE: We are title agents for multiple title companies. This link will give you an ESTIMATE of the cost*	For an estimate, https://www.stewartratecalculator.com/ *Simultaneous Issue: YES *Loan Policy: BASIC *Owner's Policy: ENHOP
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Recording and State Charges:

Recording Fees	\$68.00 (estimate)
Transfer Tax	\$1.00 per \$1,000.00 of the purchase price
Intangible Tax	\$1.50 per \$500.00 of the loan amount

Other Charges:

Seller Mail Away Closings (SELLER FEE)	\$25.00 (overnight charge)
Preparation of POA/Subordinations/Affidavits	No Additional Charge (**Recording fees may apply**)
Preparation of Quitclaim Deeds	No Additional Charge (**Recording fees may apply**)
REO/Foreclosure Closings	No Additional Charge
Title Clearance (most defects)	No Additional Charge
Express/Handling/Release Fee (SELLER FEE)	\$50.00/Payoff

PLEASE NOTE: **There will be a \$150.00 charge if there is a “split” closing i.e. if the Buyer and Seller are not at the closing at the same time for ANY reason (does not include “Seller Mail Away” closings; see above).

Please advise our office as to which party will pay this fee.

These fees are usually included in the fee estimate provided by your lender.

THE FEES: REFINANCE

Title Services: includes	\$889.00*
• Attorney's Fees	\$450.00
• Title Exam/Review	-\$180.00 or more (Fayette or Coweta/may increase if more complex) -\$180.00 - \$400.00 (other counties vary depending on location and complexity)
• Title Commitment	\$50.00
• Wire Fee (2 wires)	\$64.00
• Post-Closing Fee	\$85.00
• Insured Closing Letter Fee	\$40.00
• TRID Compliance Fee	\$20.00
Express Handling Release Fee	\$50.00 per payoff

Title Insurance:

Lender's Title Insurance (Enhanced) Owner's Title Insurance – <i>only needed if you did not purchase at previous house closing</i> *PLEASE NOTE: We are title agents for multiple title companies. This link will give you an ESTIMATE of the cost*	For an estimate, https://www.stewartratecalculator.com/ *Simultaneous Issue: YES *Loan Policy: BASIC *Owner's Policy: NO POLICY NEEDED
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Recording and State Charges:

Recording Fees	\$68.00 (estimate)
Intangible Tax	\$1.50 per \$500.00 of the loan amount

Other Charges:

Preparation of POA/Subordinations/Affidavits	No Additional Charge (**Recording fees may apply**)
Preparation of Quitclaim Deeds	No Additional Charge (**Recording fees may apply**)
REO/Foreclosure Closings	No Additional Charge
Title Clearance (most defects)	No Additional Charge

These fees are usually included in the fee estimate provided by your lender.

**IF YOU ARE NOT ABLE TO ATTEND
THE CLOSING, PLEASE CONTACT
OUR OFFICE IMMEDIATELY.**

DIRECTIONS TO OUR OFFICE

SLEPIAN | SCHWARTZ | LANDGAARD

42 EASTBROOK BEND
PEACHTREE CITY, GEORGIA 30269

Driving Directions from Atlanta/the Airport:

Take I-85 South. Exit the interstate at Exit 61 (GA-74 toward Fairburn/Peachtree City). Turn left onto GA-74S/Senoia Road. Continue south on GA-74 into Peachtree City. At the intersection of GA-74 and GA-54, turn left onto GA-54. Turn right onto Stevens Entry. Turn right onto Eastbrook Bend. Then take an immediate left into the parking lot of Jefferson Corners (between two white fences). Our office is the 2nd building on the right.

Driving Directions from Fayetteville:

Head west on GA-54 South/E. Lanier Ave. Turn left onto Stevens Entry. Turn right onto Eastbrook Bend. Then take an immediate left into the parking lot of Jefferson Corners (between two white fences). Our office is the 2nd building on the right.

Driving Directions from Newnan:

Head east on GA-34 East/Bullsboro Drive. Continue onto GA-54 N. Cross over GA-74. Turn right onto Stevens Entry. Turn right onto Eastbrook Bend. Then take an immediate left into the parking lot of Jefferson Corners (between two white fences). Our office is the 2nd building on the right.



SLEPIAN | SCHWARTZ | LANDGAARD

ATTORNEYS AT LAW

SELLER INFORMATION FORM

DATE: _____

FILE NUMBER: _____

LISTING AGENT: _____

FAX: _____

FROM: _____

ESTIMATED CLOSING DATE: _____

BORROWER(S): _____

SELLERS(S): _____

PROPERTY ADDRESS: _____

To assist us in expediting your closing, please complete the information below to the best of your knowledge:

Are there any Owners/Sellers deceased? _____yes _____no

Are the Sellers residents of Georgia? _____yes _____no

Is the property being sold the Sellers primary residence? _____yes _____no

Forwarding Address for the Sellers: _____

Email Address for the Sellers: _____

Telephone Numbers for the Sellers: (H/C) _____ (W) _____

Sellers' Social Security Numbers: SS# _____ SS# _____

Is the property subject to any Homeowners Association Fees? _____yes _____no

Contact Person: _____ Email: _____

Phone Number: _____ Dues: \$ _____ Monthly or Annually

Please fax this completed form (ALONG WITH THE SELLER AUTHORIZATION FORM) to us as soon as possible at 770.631.2340 or email to closing@slepianfirm.com. This will help us close the transaction on the property described above in a more timely and efficient manner. Thank you for your help!



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A T T O R N E Y S A T L A W

SELLER PAYOFF AUTHORIZATION FORM

FILE NUMBER: _____ DATE: _____

ESTIMATED CLOSING DATE: _____

LISTING AGENT: _____ FAX: _____

PROPERTY ADDRESS: _____

1st MORTGAGE COMPANY: _____

Phone Number for 1st Mortgage Company: _____

Loan Number: _____

Social Security Numbers: _____

2nd MORTGAGE COMPANY: _____

Phone Number for 1st Mortgage Company: _____

Loan Number: _____

Social Security Numbers: _____

I/We authorize Slepien, Schwartz and Landgaard, LLC to obtain any information regarding the above-referenced mortgage/equity line, including obtaining a payoff.

Seller 1 Signature

Seller 2 Signature

Pre-Closers Name:

Please fax or email this form (ALONG WITH THE SELLER INFORMATION FORM) signed by the seller ASAP to 770.631.2340 or closing@slepianfirm.com. This will help us close the payoff and close this transaction in a more timely and efficient manner. Thank you for your help!

AFTER THE CLOSING – FAQ’S

- ✓ **BEFORE LEAVING OUR OFFICE**, please make sure we have correct mailing addresses for each party as well as current phone numbers and email addresses.
- ✓ **After the closing**: Original recorded deeds are mailed **30-60** days after the closing and are mailed to the property address if another address is not designated at closing.
- ✓ **Tax Statements**: Counties typically mail the tax statements to whomever owned the property as of January 1st of the tax year being billed. Purchasers who did not set up an escrow account with their lender and Purchasers who paid cash will need to pay the current year property tax bill. Purchasers are required to pay the property tax bill whether or not they receive a bill. Most counties have an online system for the payment of property taxes. If you are a seller and you receive a bill for a property you have sold, please forward that bill to the new owner.
- ✓ **Tax Prorations**: Taxes collected at closings occurring prior to the issuance of a tax bill are ESTIMATES only. The estimates are based upon the previous year’s tax bill. If the prorations provided at closing require adjustments upon receipt of the current year tax bill, the parties should make the appropriate adjustments amongst themselves.
- ✓ **Our office will send you the original Warranty Deed transferring the property into your name as soon as we receive it back from the Clerk’s office**. Therefore, if you receive any offers from third party companies charging for this service, you should disregard them.
- ✓ **1099** – The Settlement Statement from your closing serves as your 1099-S. Please use this when filing your taxes.