SLEPIAN & SCHWARTZ

ATTORNEYS AT LAW

A GUIDE TO THE CLOSING PROCESS

Please read this entire packet

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.

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 additional form. It is preferred that 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 to our firm's escrow account. (See *THE MONEY* guide later in this packet.)

$0.00 → $5,000.00: cash (if approved by the lender), personal check, cashier's check, certified check and wires are acceptable (No ACH's).
$5,000.01 → $9,999.99: cash (if approved by the lender) 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.

Earnest Money: Please send earnest money per the chart above and within the contract timeframe.

Sellers: Please return the Seller's Pre-Closing Information Form AND Seller's Authorization to Release Payoff Information form as soon as possible to avoid delays. These documents are located in your Closinglock portal.

Agents: Please forward any Disbursement Authorizations/Pay-At-Close documents as soon as possible to avoid issues with the final disbursement of settlement/closing funds. If given to us at closing, it will extend the length of the closing.

Surveys: In Georgia, surveys are not required in every transaction. However, if you decide to obtain a survey, please let our office know ahead of time. In some circumstances, our title company may require a survey to clear a title issue.

CONTACT INFORMATION

Slepian & Schwartz
42 Eastbrook Bend
Peachtree City, Georgia 30269

☎: 770.486.1220
🖷: 770.631.2340
💻: www.slepianfirm.com

Quick Reference Emails: Title

Requests:	title@slepianfirm.com
Loan Documents:	closing@slepianfirm.com
Post-closing Requests:	marie@slepianfirm.com
Director of First Impressions	deborah@slepianfirm.com
Assistant Office Manager	abigail@slepianfirm.com
Contracts Coordinator	abigail@slepianfirm.com
Title Coordinator	becca@slepianfirm.com
Pre-Closers	debbie@slepianfirm.com joy@slepianfirm.com jennifer@slepianfirm.com jaida@slepianfirm.com
Closers	cassi@slepianfirm.com ashley@slepianfirm.com michelle@slepianfirm.com
Real Estate Support Specialist	cindy@slepianfirm.com
Post-Closer	marie@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:
Pursuant to O.C.G.A. §44-14-13, all funds exceeding the sum of $5,000.00 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 FOR CLOSING: We will accept cash up to $9,999.99.
NOTE: If you are obtaining a loan, the lender must approve any cash being brought to closing.

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 other than Closinglock 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 for it to be received by our office. If your closing is before noon, please try and send your wire before 2:00 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 our escrow account. Funds must be sent by wire transfer.

CLOSINGLOCK: In order to fight fraud and protect our clients, our firm utilizes the services of Closinglock (later described in this Guide). You may transfer money securely, receive wiring instructions, send us wiring instructions, and send us documents via Closinglock.

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42 Eastbrook Bend | Peachtree City, Georgia 30269 |P:770.486.1220 |F:770.631.2340 | closing@slepianfirm.com

Wire Transfer Information

Receiving Bank	Synovus Bank / Pinnacle	[1148 Broadway, Columbus, GA 31901]
Receiving Bank ABA#	061100606	
Beneficiary's Name	Slepian & Schwartz, LLC	
Beneficiary's Account#	1015679317	

Please Contact our Wire Department at Synovus Bank with any questions you may have 1-800-342-8811 Option 2

SWIFT CODE	FICO US44

****Reference sender's name & property address****

****BEWARE OF FAKE WIRE INSTRUCTIONS:** DO NOT accept changes or modifications to these instructions, by email or otherwise, without VERBAL confirmation from this office. **770-486-1220**

Email hacking and fraud are on the rise to misdirect funds for closings. Please call our office to confirm our instructions prior to sending any wire. Do not rely solely on wire instructions you receive by email, even if it appears to come from our office. Always confirm our wire instructions by calling our office using a phone number you find from an independent source, such as the internet. We are not responsible for any wires sent by you to an incorrect bank account.

PLEASE NOTE: AS OF JANUARY 1, 2019, IF OUR FIRM IS HOLDING THE EARNEST MONEY FOR YOUR CLOSING, IT MUST BE WIRED TO OUR OFFICE.

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.

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 our IOLTA account.** Funds must be WIRE transfer.

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RESIDENTIAL CASH CLOSING

>Buyer pays the fees unless otherwise noted<

Title Services:	**$852.00***
Attorney's Fees	$495.00
Title Exam/Review	Fayette/Coweta: $275.00 or more (may increase if more complex) Other counties: $275.00 - $400.00 (varies depending on location and complexity)
Wire Fee	$32.00
Secured Closing Fee	$50.00 for seller / $50.00 for buyer

**This is an estimate.*

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* The title company we use depends on: - which county the property is located in; - if there are any prior title policies on the property; AND/OR - if there are any title issues.	For an estimate, https://www.caticulator.com/PremiumCalculator/Form?stateCode=GA Choose: Owner Coverage – ENHANCED Lender Coverage - NONE

Recording and State Charges:

Recording Fees	$50.00 (estimate)
Transfer Tax	$1.00 per $1,000.00 of the purchase price

Other Charges:

Seller Mail Away Closings - Overnight Charge - Mobile Notary/Witness Charge	 $30.00 (seller fee) $175.00 + (seller fee)
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)	$100.00/Payoff

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RESIDENTIAL PURCHASE CLOSING with FINANCING

>Buyer pays the fees unless otherwise noted<

Title Services:	**$1169.00***
Attorney's Fees	$495.00
Title Exam/Review	Fayette/Coweta: $275.00 or more (may increase if more complex) Other counties: $275.00 - $400.00 (varies depending on location and complexity)
Title Commitment	$75.00
Wire Fee (2 wires)	$64.00
Post-Closing Fee	$85.00
Insured Closing Letter Fee	$50.00
Doc Prep Fee	$75.00
Secured Closing Fee	$50.00 for seller / $50.00 for buyer

**This is an estimate.*

Title Insurance:

Lender's Title Insurance	For an estimate, https://www.caticulator.com/PremiumCalculator/Form?stateCode=GA Choose: Owner Coverage – ENHANCED Lender Coverage - STANDARD
(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* The title company we use depends on: • which county the property is located in; • if there are any prior title policies on the property; AND/OR • if there are any title issues.	

Recording and State Charges:

Recording Fees	$50.00 (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 • Overnight Charge • Mobile Notary/Witness Charge	 $30.00 (seller fee) $175.00 + (seller fee)
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	$100.00/Payoff (seller fee)

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

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ATTORNEYS AT LAW

RESIDENTIAL PURCHASE CLOSING with SELLER FINANCING

>Buyer pays the fees unless otherwise noted<

Title Services:	**$884.00***
Attorney's Fees	$495.00
Title Exam/Review	Fayette/Coweta: $275.00 or more (may increase if more complex) Other counties: $275.00 - $400.00 (varies depending on location and complexity)
Wire Fee (2 wires)	$64.00
Secured Closing Fee	$50.00 for seller / $50.00 for buyer

**This is an estimate.*

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* The title company we use depends on: • which county the property is located in; • if there are any prior title policies on the property; AND/OR • if there are any title issues.	For an estimate, https://www.caticulator.com/PremiumCalculator/Form?stateCode=GA Choose: Owner Coverage – ENHANCED Lender Coverage - STANDARD

Recording and State Charges:

Recording Fees	$50.00 (estimate)
Transfer Tax	$1.00 per $1,000.00 of the purchase price
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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	$100.00/Payoff (seller fee)

REFINANCE

Title Services:	**$1169.00***
Attorney's Fees	$495.00
Title Exam/Review	Fayette/Coweta: $275.00 or more (may increase if more complex) Other counties: $275.00 - $400.00 (varies depending on location and complexity)
Title Commitment	$75.00
Wire Fee (2 wires)	$64.00
Post-Closing Fee	$85.00
Insured Closing Letter Fee	$50.00
Doc Prep Fee	$75.00
Secured Closing Fee	$50.00 for seller / $50.00 for buyer
Express Handling Release Fee	**$50.00 per payoff**

**This is an estimate.*

Title Insurance:

Lender's Title Insurance ***PLEASE NOTE**: We are title agents for multiple title companies. This link will give you an ESTIMATE of the cost* The title company we use depends on: - which county the property is located in; - if there are any prior title policies on the property; AND/OR - if there are any title issues.	For an estimate, https://www.caticulator.com/PremiumCalculator/Form?stateCode=GA Choose: Lender Coverage - STANDARD

Recording and State Charges:

Recording Fees	$50.00 (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.

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PROTECTING TRANSACTIONS WITH CLOSINGLOCK

SMOOTH | SAFE | SECURE

Slepian & Schwartz is proud to partner with ClosingLock for wire fraud prevention, secure payments, and identity verification, ensuring safe and stress-free transactions.

Closinglock

Office: 770-486-1220
www.slepianfirm.com

- Wire Instructions
- Secure Payments
- Identity Verification
- Payoff Verification
- Document Exchange
- eSignature

DIRECTIONS TO OUR OFFICE

Slepian & Schwartz

42 Eastbrook Bend
Peachtree City, Georgia 30269

☎: 770.486.1220
🖷: 770.631.2340
💻: www.slepianfirm.com

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 in 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 in 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 in the 2nd building on the right.

AFTER THE CLOSING FAQ'S

BEFORE LEAVING OUR OFFICE, please ensure we have the correct mailing addresses for each party, as well as the 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's property tax bill. Purchasers must 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.

WARRANTY DEED:
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-S:
The Settlement Statement from your closing serves as your 1099-S. Please use this when filing your taxes.