



Arnold & Hooks, LLC Attorneys at Law

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CLOSING INFORMATION FOR REAL ESTATE SELLERS

Arnold & Hooks, LLC is proud to be handling the closing of your real estate sale. We know this is a busy time and our firm wants to do our part to facilitate a smooth closing process. Attached you will find the following documents:

1. [Real Estate Team Contact Information](#)
2. [Seller Real Estate Questionnaire](#)
3. [Seller Contact & Current Mortgage Information Form](#)
4. [CertifID Authorization Form](#)
5. [Seller Funds Transfer Agreement](#)
6. [General Information for Real Estate Closings](#)
7. [CertifID Informational Brochure](#)

Please complete and return these documents to our office as soon as possible. You may email the completed documents to our Intake Coordinator, Jamie Hill, at jhill@arnoldhooks.com. The information requested is needed for us to timely and accurately prepare your transaction for closing.

Real Estate Fraud is on the rise, and one of our jobs as the closing attorney is to protect you. That's why we've partnered with [CertifID](#) to verify the identities of buyers and sellers and to transmit and verify wiring instructions.

We look forward to getting to know you during this process. Please do not hesitate to contact us via our emails or at (229) 398-2045 if you have any questions.

We look forward to working with you!

Very truly yours,

ARNOLD & HOOKS, LLC

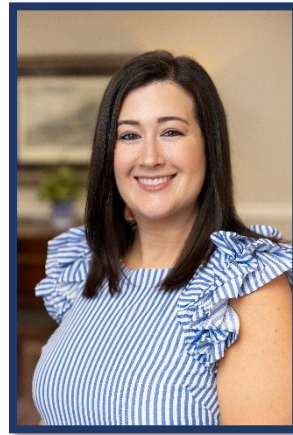


Arnold & Hooks, LLC
Attorneys at Law

REAL ESTATE TEAM



HAYDEN HOOKS
Closing Attorney
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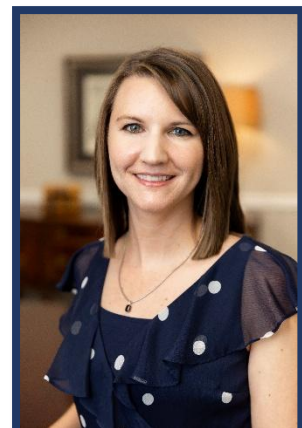
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SELLER REAL ESTATE QUESTIONNAIRE

PROPERTY : _____

SELLER

NAMES : _____

To assist us in expediting your closing, please answer the following questions:

(1) Will all Sellers attend the closing in person? YES NO

**Note: Additional fees may apply if a seller is not attending closing in person.*

(2) Are all Sellers residents of Georgia? YES NO

****If you answered "NO" to either question 1 or 2, please contact our office to discuss same.***

(3) Are any of the Sellers/Owners deceased? YES NO

(4) Has any Sellers' name changed during ownership? YES NO

(5) Is a divorce, foreclosure, or civil lawsuit pending? YES NO

(6) Is a bankruptcy in process or discharged? YES NO

(7) Is a mobile home located on the property? YES NO

(8) Is any part of the property rented or leased? YES NO

(9) Is the property subject to any of the following?

a. Restrictive or Protective Covenants YES NO

b. Homeowners (HOA) or Condo Association YES NO

c. Easements, shared driveways, or private roads YES NO

d. Boundary line disputes or encroachments YES NO

e. County preferential use tax covenants YES NO

f. Condemnation action (threatened or pending) YES NO

(10) Has a new survey been obtained for the property? YES NO

(11) Have any improvements or repairs been made to the property by contractors or 3rd parties in the past 90 days? YES NO

**If you answered "YES" to any of questions 3-11, please provide details below:*

(12) Is the property being sold your primary residence? YES NO

If applicable, please provide additional details and information below:

Borrower Authorization to Request Payoff Quote



Full Legal Name: _____

Property Address: _____

The undersigned has engaged CERTIFID, INC. to provide payoff quote services in connection with the above-referenced property and any loan(s) secured by it (the "Loan") and hereby authorizes and approves the release of any and all information and the performance of any and all actions requested by CERTIFID, INC. relating to the Loan, including but not limited to providing any outstanding balance, payoff statement, and/or satisfaction/release status.

I/We hereby accept, acknowledge, and authorize the collection of any fees and/or charges necessary to generate, deliver, and expedite the payoff request.

Signature: _____ Date: _____

Signature: _____ Date: _____



SELLER FUNDS TRANSFER AGREEMENT

PROPERTY : _____

CLOSING : _____

The undersigned hereby authorize Arnold & Hooks, LLC to disburse all funds from the above-referenced closing pursuant to the method selected below (select one):

____ I/we will attend closing and will personally accept a check for my/our funds.

____ *Wire Transfer*** (Note: If a wire transfer is requested, a secure link will be sent via the CertifiD secure platform. Please provide the email address in which you wish to receive the secure link: _____).

*** Note: A wire fee of \$25.00 will apply. Account names must match parties to the transaction.*

I/We understand that these instructions may be changed only upon my/our confirmation of any change request at the phone number provided to Firm herein by me/us. Firm will not permit any modification of these instructions unless the change is verbally confirmed in person or at the number provided. I/We understand that these procedures are imposed to protect my funds.

Signature *Date*

Signature *Date*

Print Name

Print Name

Please send completed form to Arnold & Hooks, LLC as soon as possible via email to our Intake Coordinator, Jamie Hill, at jhill@arnoldhooks.com. This information will help us close the transaction on your property in a timely and efficient manner.

GENERAL INFORMATION FOR REAL ESTATE CLOSINGS

ITEMS TO BRING TO CLOSING

- (1) Driver's License, as well as a second form of identification (*Note: the name on the I.D. must match the name on the closing documents.*)
- (2) Original Power of Attorney (*if applicable*)
- (3) Corporate/Company Resolution and Seal (*if applicable*)
- (4) Any miscellaneous documents as requested by our office

IF YOU ARE UNABLE TO ATTEND CLOSING IN PERSON, PLEASE CONTACT US IMMEDIATELY SO WE CAN MAKE OTHER ARRANGEMENTS THAT COMPLY WITH CURRENT GEORGIA LAW.

POWERS OF ATTORNEY

Powers of Attorney ("POA") may be utilized when a party is unable to attend the closing in person. All POAs must be reviewed and approved by our office prior to closing. If you already have a POA that you would like to use, please send the original to us as soon as possible, along with a copy of the principal's ID. Acceptable POAs must be notarized and witnessed, must refer specifically to the property and the terms of the sale, and must grant the agent power to complete the closing. Our office will be happy to prepare a POA for any party upon request for an additional fee of \$100.00.

MAIL-OUTS

Mail-outs are only available at the attorney's discretion and must comply with current Georgia law. If a mail-out is being requested, please notify us immediately – advanced notice is critical in order to obtain the attorney's approval of same, prepare the closing documents, and have them sent and returned to our office before the closing date. Mail-outs are subject to an additional administrative fee. Our office must set up an appointment for the signing of the closing documents with a Notary and/or closing attorney as approved by our underwriter.

REMITTANCE OF FUNDS

In accordance with O.C.G.A. § 44-14-13 (the Georgia "Good Funds" Law), funds for closing in an amount greater than \$5,000.00 must be remitted by Wire Transfer or Certified Check Only. Please also note that we only accept Wire Transfers or Certified Checks for funds less than \$5,000.00; no personal checks will be accepted.

BEWARE OF WIRE FRAUD

BEWARE! WIRE FRAUD IS ON THE RISE! Our wiring instructions are only sent via the CertifiD secure platform. If you receive an email or any other communication that appears to be generated from Arnold & Hooks, and which contains new, revised, or altered bank wire instructions, consider it suspect and call our office at (229) 389-2045. Always verify wire instructions by calling our office directly.

CORPORATIONS, LLC'S, ESTATES, TRUSTS, PARTNERSHIPS, AND OTHER ENTITIES

The following items are required for corporate and other legal entities:

Corporations & LLC's: Copies of the (a) Articles of Incorporation/Organization, (b) Bylaws/Operating Agreement, (c) Current Officer/Member List, (d) EIN/Tax ID Number, and (e) Resolution authorizing the sale of the property. The entity must be in good standing with the Secretary of State. Note: Corporations require signatures of two (2) corporate officers, or the President/Vice President with the corporate seal affixed (please bring your seal to closing). LLC's require signatures of all Members, unless otherwise specified in the Operating Agreement or by Resolution. If the signers at closing are not legally authorized to bind the entity, our office will need to prepare a special resolution prior to closing.

Estates: Copies of the (a) Letters Testamentary or Letters of Administration and (b) EIN/Tax ID Number. Please note that Estate proceeds cannot be distributed directly to heirs/beneficiaries. If the Estate does not have an EIN Number, our office can obtain one prior to closing. Signatures of heirs/beneficiaries may also be required to convey Estate property.

Trusts & Partnerships: Copies of the (a) Trust/Partnership Agreement and (b) EIN Number.



Arnold & Hooks, LLC. keeps you safe from fraud.

Use CertifID to help protect the transfer of your money.



Is wire fraud really that serious?

Wire transfers continue to be the most frequently reported payment method for fraud with a reported aggregate loss of \$446 Million and an average loss of \$195k per victim.

2022 FBI IC3 Report

⚠ Warning: Don't get tricked at the last minute.

Fraudsters hack emails and impersonate your real estate agent, title company, or lender to trick you into sending funds to a fraudulent bank account. Do not trust any wiring information unless it comes through CertifID.



Why we partner with CertifID

CertifID is the nation's leading wire fraud prevention solution. CertifID helps verify your identity securely, prior to exchanging sensitive banking information, so you have peace of mind when transferring your money.

How does CertifID work?



Receive an email and text message from CertifID.



Validate your identity in a few simple steps.



Securely exchange bank account information for a safe transfer of funds.