

Bagwell & Corley Law Firm, PC

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Real Estate • Wills/Estate Planning • Business Formation • Adoption • Foreclosure • Action to Quiet Title • Personal Injury

Seller Closing Information

We appreciate in advance your return of the following information so that we may bring your transaction to a successful closing as efficiently and accurately as possible. Thank you for giving us the privilege of serving you.

SECURITY ALERT: Any emails sent from Bagwell & Corley will come from an email address ending in "[@bagwellcorley.com](mailto:office@bagwellcorley.com)" Always double-check any emails purporting to be from our firm to make sure this is the case.

Within the real estate closing industry, there has been a rash of fraudulent emails purportedly sent from closing attorneys and real estate agents asking buyers, lenders, etc. to send funds to an erroneous account, usually via a wire transfer. In the event you receive any emails asking you to wire funds, or any other suspicious communications, please contact us at (864) 886-8123(for Seneca) or (864)718-0777(for Walhalla) immediately to verify that this communication is from Bagwell & Corley Law Firm, PC. DO NOT send any funds to any accounts until you have verified wiring instructions by phone directly with our office.

I have read and understand the above disclosure.

Signature of Seller

Seller Name(s): _____
Please put your legal name including your middle initial or middle name. List all owners on deed

Phone Number: _____ Email: _____

Seller Forwarding Address: _____

Seller's Social Security Number (required to obtain payoffs)

Seller #1: _____ Seller #2: _____

Property Address: _____

Estimated Closing Date: _____

Bagwell & Corley Law Firm Office Location Requested (circle one): Walhalla or Seneca or Powdersville or Anderson

Seller's Realtor: _____ Agency: _____

Realtor's State License ID: _____ Agency's State License ID: _____

Address: _____

E-mail: _____ Phone: _____

Commission of _____ % or \$ _____

Are all sellers attending closing? _____
If not, please prove overnight address or email address for documents: _____

Are the Sellers U.S. Citizens? Yes / No

Is Property Seller's Current Residence? Yes / No

If not, is Seller a South Carolina resident? Yes / No

If not, what will be the seller's gain on this property? \$ _____

Contact your CPA if you need advice on what your gain would be if you are an out of state seller.

Is the seller a corporation, LLC, partnership, trust or estate? Yes / No

Please provide a tax number (EIN): _____

Name and title of person(s) signing at closing: _____

BEFORE CLOSING, PLEASE SEND FOLLOWING TO PARALEGAL

-If the seller is a LLC , send operating agreement or meeting minutes giving above reference person(s) authority to sign.

-If the seller is a corporation, send bylaws or corporate meeting minutes giving above reference person(s) authority to sign.

-If the seller is a Trustee, please send in trust agreement or certificate of trust..

Homeowner's Association (complete if necessary)

Contact: _____ Phone Number: _____

Send paid receipt or invoice

Is this property rented? Yes / No

Will rent need to be prorate? Yes / No

If yes, how much is the rent a month?

Will the rental deposit need to be transfer to buyer? Yes / No

Is there a rental management company? Yes / No

If yes, please provide name and contact number _____

Loans secured by Property

1st Mortgage

Lender for existing loan: _____ Phone Number: _____

Account # for loan: _____

2nd Mortgage

Lender for existing loan: _____ Phone Number: _____

Account # for loan: _____

We will need invoices that you want collected on the HUD/CDF in advance. Please make sure they are sent to us at least 7 days before closing date!

Termite Letter Yes / No Company: _____ Amount: _____ Paid by: _____

Home Warranty Yes / No Company: _____ Amount: _____ Paid by: _____

Home Inspection Yes / No Company: _____ Amount: _____ Paid by: _____

Survey Yes / No Company: _____ Amount: _____ Paid by: _____

Other: _____

Additional Information for Seller:

1. Please notify the office if your name is misspelled on any documents immediately.
2. Please bring a government issued photo i.d. to closing
3. **If required to bring any funds to closing over \$1,000, it must be by wire transfer. Please contact us for wiring instructions.**
4. All owners on deed recorded at the county will have to sign documents at the closing and all proceeds will be disbursed to the owners listed on the deed.
5. If you are not able to come to the closing please inform our office immediately so we can help you obtain a Power of Attorney or provide you with mailaway service.

Please let us know, in advance, if you have any special requests.

If you have any questions, please do not hesitate to call.

For Seneca or Easley Closings, this sheet should be sent to:

Contact Person: Melodie
Phone Number: 864-886-8123
Fax Number: 864-886-8124
Email: melodie@bagwellcorley.com

For Walhalla Closings, this sheet should be sent to:

Contact Person: Stacy
Phone Number: 864-718-0777
Fax Number: 864-718-0776
Email: stacy@bagwellcorley.com

Date: _____

To Whom It May Concern:

I, the undersigned, give authorization to speak to and release information on account, including but not limited to payoff, to Bagwell & Corley Law Firm, PC.

Borrower 1:

Print Name: _____

Borrower 2:

Print Name: _____