



Buyer Information Request Form

Dear Buyer(s):

In reference to your upcoming purchase, we will need the following information as soon as possible. Please take a few moments to fill out this form completely and either upload it using our Secure File Sharing portal on the website, or e-mail or fax it back to the proper office depending on where you are closing.

If you are closing in Jasper, email the form to newfileJasper@hartmanlawfirm.com.

If you are closing in any other Office or location, email the form to newfile@hartmanlawfirm.com.

Or if a specific paralegal has already given you her address, send it directly to her using the Sharefile email she gave to you.

In reference to your purchase of: _____,

PLEASE BRING YOUR DRIVER'S LICENSE OR OTHER OFFICIAL PHOTO ID TO THE CLOSING.

Please check with your lender since some Lenders require two forms of ID and you may need to bring 2 forms of ID.

Buyer #1 Name	Buyer #2 Name
SSN:	SSN:
Best Phone # to reach you	Best Phone # to reach you
Email:	Email:
Will you be at the closing (check one) yes no	Will you be at the closing (check one) yes no

If anyone checked No that they will not be at closing, there are two options you can choose from (1) using a Power of Attorney (Cost is \$35) OR (2) you will have to make arrangements to sign in front of a title company approved notary or a licensed attorney in your area. Call our office to discuss your options.

If you are NOT going to reside at this property, please provide the mail address you would like all correspondences to go to:

Street: _____

City: _____ State: _____ Zip: _____ County: _____

Lender Information:

Lender Name: _____

Loan Officer: _____ Phone: _____

E-Mail Address: _____

PLEASE RETURN THIS COMPLETED FORM IMMEDIATELY

*****FUNDS FOR CLOSING*****

PURSUANT TO O.C.G.A. § 44-14-13, **ALL FUNDS FOR CLOSING THAT EXCEED \$5,000.00 MUST BE PROVIDED IN THE FORM OF A BANK WIRE.** PLEASE ASK FOR OUR FIRM'S *WIRE INSTRUCTIONS*, AS A DRAFT OR DIRECT DEPOSIT WILL NOT IMMEDIATELY POST TO OUR ACCOUNT AND WILL NOT BE AVAILABLE FOR IMMEDIATE CREDIT. **HARTMANLAW, LLC ACCEPTS PERSONAL CHECKS FROM IN AMOUNTS UNDER \$2,000.00, AND ACCEPTS CERTIFIED OR OFFICIAL CHECKS FROM U.S. BANKS IN AMOUNTS UNDER \$5,000.00**