

# Tips for Realtors

## Realtor & Lender

- Coordinate with the lender on which title company you will be using to avoid confusion.
- Coordinate with the lender in setting a closing date.

## Realtor & Closer

- Provide a full contract to the title company as early in the process as possible. A full contract should include all addendums and the commission page.
- Provide title company contact information for all parties (addresses, phone numbers, and email addresses)
- Inform the title company if anyone will be using a power of attorney to close—the title company will need to either review the power of attorney or provide one for that party prior to closing.

## Mobile Homes

Inform the title company if the sale includes a mobile home. If so, please provide the following information:

- Has the mobile home title been retired in the real estate records?
- If the title has not been retired, the title company needs a copy of the front and back of the title to the mobile home. (The original title will have to be produced to the title company by closing.)
- Title to a mobile home cannot be transferred without the certificate of title unless the title was properly retired by recording a copy of the retirement documents with the Warranty Deed.
- If the seller does not have the certificate of title, he will need to apply for a replacement title (and receive it) prior to closing.

## Seller Information

- Provide the title company with mortgage loan numbers, social security numbers and a forwarding address for sellers.
- Make sure that there are no second mortgages or heat pump loans on the property and if so obtain loan numbers and telephone numbers to obtain a payoff.
- Provide the title company with a signed payoff request authorization from the seller (an example that you can use is included in this booklet). Many mortgage companies will no longer release payoff information without written authorization from their customer. Therefore, having this up front will greatly speed the payoff process.
- Inform the title company if anyone who is currently named on the seller's deed is deceased and whether or not they had a will.
- Inform the title company if anyone who is currently named on the seller's deed is in bankruptcy (any chapter). If so, the seller will have to seek a court order from the bankruptcy court to allow the sale.
- Inform the title company if the sellers are divorced or legally separated (and let the closing agent know if they need to be separated at closing).
- If the seller is not a Georgia Resident, additional documents will need to be completed prior to closing and a portion of the proceeds of the sale may have to be withheld from the seller to pay the Georgia capital gains tax.