



**ABSOLUTE  
LAW FIRM**

WHEN IT  
ABSOLUTELY  
MATTERS.

SCOTT ALLMON

P: 864.306.4949

F: 864.523.5721

office@absolutelawfirm.com

## Buyer 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 Absolute Law Firm will come from an email address ending in "**@absolutelawfirm.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) 306-4949 immediately to verify that this communication is from Absolute Law Firm, LLC.

**FUNDS FOR CLOSING: Funds under \$1,000 can be brought in cashier/certified check form, no personal checks. Funds over \$1,000 are required to be sent via wire transfer. Wiring instructions are attached to this information sheet for you to send the funds, please keep those instructions. Please call our office to verify the wiring instructions with Alisha, Karen, Melodie, Jodie or Scott before sending the funds.**

I have read and understand the above disclosure.

\_\_\_\_\_  
Signature of Buyer(s)

Buyer Name(s): \_\_\_\_\_

**\*\*Please write legal names including middle names for everyone who is going to own the property. Everyone who will own the property, even if they will not be on the loan, must be at closing\*\***

Buyer's Social Security Number (these are needed to disclaim any tax liens, judgments, etc)

Buyer #1: \_\_\_\_\_ Buyer #2: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Buyer's Current Mailing Address: \_\_\_\_\_

Property Address: \_\_\_\_\_

Estimated Closing Date: \_\_\_\_\_

**Absolute Law Firm Office Location Request:**  EASLEY or  SENECA

Lender: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Hazard (Homeowner) Insurance Info (we do not need this if you are paying cash)

Insurance Agent: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**\*\*We will need a copy of the Hazard Insurance Declaration Page faxed to us prior to closing**

EASLEY OFFICE

1824 East Main Street, Suite P  
Easley, SC 29640

SENECA OFFICE

1606 Blue Ridge Blvd.  
Seneca, SC 29672



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Are all buyers attending closing?  Yes or  No

If not, please provide overnight address or email address for package: \_\_\_\_\_

**\*\*Note there is a \$150 additional charge for mailaway closings.**

**Please read if you are doing a mailaway:** If you have a loan, you will have to have a notary and witness to sign with you. Documents will be either emailed or overnighted to you, according to what you requested above, as soon as they are available but this sometimes doesn't happen until right before closings so it can end up being something that has to be rushed on your end. Once you have the documents, you will sign them in front of a notary and witness and when completed, you will overnight the originals using a UPS label that is sent with the package.

Will the buyer be using a power of attorney?  Yes or  No

**Please read if you are planning on using a POA:** If you have a general power of attorney you are wanting to use for this closing, please send a copy back with this form for us to review. The power of attorney has to be approved by us and your lender if you have one. If your general power of attorney isn't recorded in the county that you are purchasing property, we will need the original to record. If you need a specific power of attorney prepared for use at this closing, please let us know in advance so that we can prepare it for you and get your lender, if applicable, to approve it. Our fee to prepare the specific power of attorney is \$100 plus there is a recording fee of \$25 from the county.

Is the buyer a corporation, LLC, partnership, or trust? 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 buyer is a LLC, send operating agreement or meeting minutes giving above reference person(s) authority to sign.
- If the buyer is a corporation, send bylaws or corporate meeting minutes giving above reference person(s) authority to sign.
- If the buyer is a Trustee, please send in trust agreement or certificate of trust.



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## **BUYER – Keep this sheet as it is important information regarding closing.**

1. Please notify the office immediately if your name is misspelled on any documents.
2. Please bring 2 forms of identification to closing. The first form has to have a photo; state issued driver license or state issued identification card. The second form can be a second photo id, military ID card, voter registration card, social security card, birth certificate, paycheck stub with name, most recent W-2, most recent signed tax returns, or recent utility bill.
3. Anyone who will own the property, even if they are not on the loan, will need to be at the closing to sign documents.
4. Please check with your lender prior to closing to see if they require any other items to be brought to the closing.



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**Buyer - keep these instructions to send funds before closing.  
We will not send different wiring instructions at a later time.  
Amount to wire, will be emailed as soon as we have it.**

## **WIRING INSTRUCTIONS SENECA & EASLEY OFFICE**

**Account Name:** Absolute Law Firm, LLC

**Address:** 1824 E. Main St, Easley, SC 29640

**Routing #** 053100300

**Account #** 009162553944

**Bank:** First Citizens Bank and Trust Company, Inc.

**Bank Address:** 239 Fayetteville St., Raleigh, NC 27601

**Bank Number:** 864-882-8845

**\*\*NO ACH OR EFT TRANSFERS\*\***

**\*\*NO INTERNAL FIRST CITIZENS TRANSFERS\*\***

**\*\*DO NOT DEPOSIT CASH OR CHECKS INTO THIS ACCOUNT\*\***

**\*\*FEDERAL WIRE TRANSFER ONLY\*\***

**\*\*PLEASE CALL OUR OFFICE AND SPEAK WITH ALISHA, KAREN, MELODIE,  
JODIE OR SCOTT TO CONFIRM OUR WIRING INSTRUCTIONS\*\***