



Outlaw George & Associates, LLC

ATTORNEYS AT LAW

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FOR SELLERS

Seller's Checklist

The steps between a signed contract and a completed sale. Check each item as it is completed.

After Your Contract Is Signed

- ☐ Make sure Outlaw George & Associates, LLC is named as your closing attorney in your purchase contract.
- ☐ Register with Qualia using the link provided, and submit the requested information through the platform. Send sensitive information, such as account and Social Security numbers, only through the secure Qualia portal, never by email.
- ☐ Notify our office of any of the following:
 - ☐ Existing mortgages on the property
 - ☐ Pending bankruptcy or foreclosure
 - ☐ Homeowners association contact information (name, telephone and email)
 - ☐ Renter occupants
 - ☐ Mail-away closing or power of attorney needed
 - ☐ Any owner who is not a U.S. citizen or is not a resident of Georgia (federal and Georgia tax withholding rules may apply)
 - ☐ A legal entity (such as an LLC, corporation or trust) currently holding title
- ☐ **Provide payoff information for every lien**, including each mortgage, home equity line of credit or other loan secured by the property: the lender's name and your loan number, so that we can request payoff statements.

Before Closing

- ☐ **Choose where and when to close.** Closings may take place at our Galleria office, at any IWG location (such as Regus, Spaces or HQ), or as a mobile closing at your home or another location convenient to you. Closings outside business hours are available by appointment. Your closing is scheduled through the secure Qualia portal.
- ☐ **If you cannot attend in person, tell our office as early as possible.** A power of attorney must be specific to the property (referencing its address and/or legal description) and is subject to our office's prior approval.
- ☐ **Provide your forwarding address** and your taxpayer identification number (through the Qualia portal). Both are needed to report the sale to the IRS on Form 1099-S.
- ☐ If your proceeds will be wired, confirm your instructions with our office by telephone, not by email.
- ☐ Contact the utility companies to ensure a smooth transition out of your home. Keep service on through the day of closing for the buyer's final walk-through.
- ☐ Gather all keys, garage door openers, gate, mailbox and amenity keys, and alarm or access codes for the buyer.

Closing Day

- ☐ Bring two forms of government- or bank-issued identification. One must include a photo.

After Closing

- ☐ Keep your settlement statement and Form 1099-S with your tax records.

Wire Fraud Warning

Wire instructions are **provided securely**. Before sending any funds, call our office at **404-480-9186** to verify them. We will never change wiring instructions by email. If you receive a message saying our instructions have changed, do not send money; call us immediately. Closing funds are accepted by wire transfer only. Cashier's checks are accepted for amounts up to \$1,000.00, payable to Outlaw George & Associates, LLC.

This checklist is general information, not legal advice. Your purchase contract and your lender's requirements control. Please contact our office at 404-480-9186 or closer@aogalaw.com with any questions.