



BARLAY | WEBSTER LLC

ATTORNEYS AT LAW

1805 OVERLAKE DRIVE, SE, SUITE A
CONYERS, GEORGIA 30013
MAIN: (770) 602-9924
FACSIMILE: (770) 602-9926

THUA G. BARLAY
STEVEN R. WEBSTER (*Of Counsel*)
CHARLEEN B. JOHNSON (*Of Counsel*)

WWW.BARLAYWEBSTER.COM

To: _____
Fax: _____

Our File No.: _____

Property Address: _____

Sellers(s): _____

Buyers(s): _____

Estimated Closing Date: _____*

*(Please call to confirm scheduling and time)

Please be advised that this office will be the closing agent on the above-referenced transaction. In order to expedite this transaction, we will need the following information. **Please furnish us with the requested information as quickly as possible in order to avoid any delays in closing.** Thank you for your cooperation in this matter.

1. Contact Phone Number(s) for Buyer(s):

2. Hazard Insurance Co.,

Name of Company: _____

Phone Number : _____

Has it been paid?: Yes: _____ No: _____ Amount: _____

3. Termite Company

Name of Company: _____

Phone Number: _____

Has it been paid?: Yes: _____ No: _____ Amount: _____

**** Please bring an original declarations page and premium sheet with you to the closing. ****

Your prompt attention to these matters will be greatly appreciated. Please return this completed form to our office via fax to (770) 602-9926.

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Pre-Closer