

# KINNEY & HENDRIX, LLC

1815 Osborne Road  
St. Marys, Georgia 31558  
912-882-5678 (phone)  
912-882-3758 (fax)

## BUYER/BORROWER INFORMATION FOR CLOSING FORM

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

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

Buyers(s) Mailing Address: \_\_\_\_\_

Primary contact phone number: (\_\_\_\_\_) \_\_\_\_\_

Secondary contact phone number: (\_\_\_\_\_) \_\_\_\_\_

Forwarding address after closing: \_\_\_\_\_

Buyer(s) email address: \_\_\_\_\_

Will you be attending closing? \_\_\_\_\_

**\*\*There will be \$200.00 fee to do a mail-away closing for a Buyer\*\***

If Buyer is an entity (corporation, partnership, LLC etc.) please provide:

Name of the officer who will be executing documents: \_\_\_\_\_

Title of the officer who will be executing documents \_\_\_\_\_

NOTE: If Buyer is a corporation, a corporate resolution is required. In addition, corporate authority documents must be reviewed prior to closing. If Buyer is a trust, the trust documents must be reviewed prior to closing.

This completed form should be faxed to 912-882-3758 or emailed to reception@khfirmga.com.

## IMPORTANT INFORMATION

**Identification** – Please bring **two forms of identification**, one of which must be a photo ID (driver's license, passport, military ID, carry permit, etc.).

**Funds** – **All funds due in excess of \$1,000.00 must be sent via wire transfer.** Please contact our office at 912-882-5678 to obtain wiring instructions. It is highly recommended that you confirm the wiring instructions with our office prior to initiating your wire.

**Checkbook** – Bring your checkbook to cover any additional expenses or increase in estimated closing costs.

**Power of Attorney** – If you cannot be present at closing, please let our office, your lender, and your real estate agent know immediately as we will need to arrange for you to sign a Power of Attorney. The Power of Attorney must be prepared or approved by our office and/or the lender prior to closing.