



**221 South Third St. Clarksville, TN 37040**  
**(931) 906-0555 phone (931) 645-6669 facsimile**

## **BUYER/BORROWER CLOSING INFORMATION**

- **IDENTIFICATION:** Bring to closing a government issued picture ID (driver's license or passport). Some lenders require two forms of ID so check with your lender or bring two forms with you to be safe.
- **FUNDS TO CLOSE:** Any amount over \$5,000 must be wired. Your Good Faith Estimate from your lender will give you a good idea of the amount you will need to bring to closing, and your loan officer or our firm can give you a more accurate amount closer to your closing date. Please note that we cannot accept ACH or Electronic transfers – it must be sent in the form of a wire, and almost all banks require that you go to the branch in person to request and initiate a wire. You will want to initiate your wire transfer in plenty of time to have your funds reach our account prior to closing, and it is best to bring your checkbook to closing in the event there are any changes. In the event you wire more than you owe at closing, we will cut you a check back at closing. We accept personal checks from local banks in amounts under \$500.00 and we accept Certified or Official Checks from US Banks for amounts under \$5,000.00. Checks can be made payable to Massey Title & Escrow, LLC. Please contact our office for wiring instructions.
- **POWER-OF-ATTORNEY:** If the buyer/borrower is unable to attend closing, we can prepare a Power of Attorney (POA). Please let us know as soon as possible if a POA is required as lenders will require POA approval well in advance of closing. We will provide you with the POA and specific execution instructions in a timely fashion. Please note there is an \$50 fee for POA preparation and recording. For those who already have a general or durable POA, please send it to us for review.
- **BUYER/BORROWER INFORMATION FORM:** Please fill out the attached "Buyer/Borrower Information Form" (page 2) and return it to us as soon as possible.
- **MAIL AWAY:** If you require a mail-away, please note that you will need to sign the closing documents in front of a notary. We charge a mail away fee of \$50.00, and the notary who you sign in front of may charge you a fee as well.



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**BUYER/BORROWER INFORMATION FORM**

**FILE NUMBER:** \_\_\_\_\_

(For office use only)

Congratulations on your upcoming closing! To help ensure a smooth closing, please return this form to [mmassey@sharonmasseylaw.com](mailto:mmassey@sharonmasseylaw.com) or fax to 931-645-6669

**Name:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Mailing address for correspondence after closing:** \_\_\_\_\_  
(if different than property address)

**If an entity is purchasing the property, please provide the following:**

**Company Name:** \_\_\_\_\_ **Person signing at closing:** \_\_\_\_\_

**Will you need a Power of Attorney to sign on your behalf: Yes / No (circle one)**

**If yes, please provide the name of the person will sign on your behalf:**

\_\_\_\_\_

**(Please note: if you are borrowing money to purchase the property your lender will need to approve the POA prior to closing. Also, we charge a \$50.00 fee for preparing/handling/recording the POA)**