

SELLER'S CHECKLIST



COOK & JAMES
ATTORNEYS AT LAW

T: 404-704-0440

F: 678-905-1807

CLOSE@COOKANDJAMES.COM

Prior to Closing:

Create your login with Qualia as soon as you receive the invitation during the open order process.

Be sure to complete all tasks that come up in Qualia throughout the closing process; this includes uploading any documents and entering all information needed to complete your closing.

Schedule your closing. The sooner the better!

If any seller is unable to attend the closing, please notify our office immediately to discuss your options.

If a Power of Attorney is needed, Cook & James can prepare it.

If anyone on the title to the property is currently going through a divorce (or has gone through a divorce previously), please contact our office. We will need to obtain specific documents in this regard.

If anyone on the title is deceased, please contact our office to provide the appropriate documents.

If Cook & James is required to collect for repair items, please deliver the invoices to us as soon as possible.

Cancel any automatic debit payments for your mortgage to go into effect after the closing.

Day of Closing:

Photo Identification is required. This can be a driver's license, state issued identification card or passport.

If your closing requires you to bring money to closing, we recommend arranging the wire transfer 24 hours in advance.

For homeowner's insurance, we need the declaration page with paid receipt or invoice showing it will be paid at closing.

If you have a pre-approved Power of Attorney, you must bring the original POA to the closing.

Bring keys and garage door openers.

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***** Call us if you have any questions. We are happy to help! *****



COOK & JAMES
ATTORNEYS AT LAW

COOK & JAMES, LLC

MAILING: 11770 HAYNES BRIDGE RD, SUITE 205-486, ALPHARETTA, GA 30009

OFFICES

295 W CROSSVILLE RD BUILDING 400 STE 430, ROSWELL, GA 30075

220 HERITAGE WALK, SUITE 110, WOODSTOCK, GA 30188

ANYWHERE! YOU PICK THE PLACE, WE BRING THE PAPERS AND CANDY

CLOSE@COOKANDJAMES.COM