

CAMPBELL & BRANNON, LLC

IMPORTANT INFORMATION REGARDING YOUR CLOSING

Funds

Campbell & Brannon accepts personal checks for amounts up to \$5000. Any additional funds required for closing must be in the form of certified checks or wired funds. Our wiring instructions are posted under the document section on the closing site for your closing.

Powers of Attorney (POA)

We are happy to prepare a Power of Attorney for any party that is unable to attend the closing. All POAs must be signed in the presence of a witness and a notary who will affix a seal. We require that the document be faxed to us upon execution along with a copy of the party's driver's license. **The original POA is required at closing.** Many lenders require the POA in advance for approval so please let us know as soon as possible if a POA might be required.

Mail-outs

We can mail out or email out closing papers to buyers or sellers who are unable to attend the closing. However, we need sufficient notice in order to prepare the documents and have them returned to our office by the closing time. We also require you to send a copy of your driver's license. Please contact our office as soon as possible if your closing will be a mail out.

Other Special Circumstances

Please let us know as soon as possible if your closing will involve a Tax-Free Exchange or any other special circumstance so that we can accommodate those needs.

Corporations/Trusts

If the title to the property is vested in the name of a corporation or a trust, Campbell & Brannon requires a copy of the documents (Operating Agreement, Articles of Incorporation or Trust Agreement). This must be provided in advance or we will be unable to close. Tax Identifications numbers are also needed.

Agents

Please make sure that you provide Campbell & Brannon with all contract amendments and the commission agreement well in advance of the closing date.

All signing parties must bring a driver's license or other form of photo identification to the closing.