



**SPERR**  
LAW OFFICES

2350 Prince Avenue, Suite 21  
Athens, GA 30606  
(706) 608-4941 FAX: (706) 780-5359

Thank you for choosing Sperr Law Offices to handle your refinance closing. Our office strives to provide the highest level of service and is dedicated to making your closing as seamless as possible. Please take a few moments to complete the following form (which is “fillable” in Adobe PDF Reader).

We have also attached a payoff request authorization. Please **only sign** the authorization and do not fill in any other fields. Once the form and authorization have been completed, please fax them to (706) 780-5359 or email to [preclosing@sperrlaw.com](mailto:preclosing@sperrlaw.com). **Thank you again for your business.**

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**Property address:** \_\_\_\_\_  
\_\_\_\_\_

**Projected Closing Date:** \_\_\_\_\_

**Lender:** \_\_\_\_\_

**Loan Officer:** \_\_\_\_\_

**Loan Officer's Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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**Borrower 1:** \_\_\_\_\_

First Name

M.I.

Last Name

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Social Security Number

**Borrower 2:** \_\_\_\_\_

First Name

M.I.

Last Name

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Social Security Number

**Will a spouse who is not on the loan be added to the title?** Yes  No

*\*Our office will draft and file a conveyance of the property for \$150\**

**Will all of the borrowers be attending the closing?** Yes  No

*If you cannot attend the scheduled closing date, our office can make several accommodations (such as drafting a power of attorney, arranging a separate closing date, or mailing away your closing documentation) for an additional fee.*

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**Have you ordered a survey of the property?** Yes  No

**First Mortgage Lender:** \_\_\_\_\_

**Loan Number:** \_\_\_\_\_

**Second Mortgage/HELOC Lender:** \_\_\_\_\_

**Loan Number:** \_\_\_\_\_

**Does the property have mandatory HOA dues?** Yes  No

**HOA Name/Management Agency:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_

**Is the property the borrower's primary residence?** Yes  No

**Are the sellers Georgia residents?** Yes  No

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Please remember to review our office's wiring instructions form as well as our closing checklist before your closing date. We look forward to working with you, and please do not hesitate to contact our office if you have any additional questions.



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## **PAYOFF REQUEST AND AUTHORIZATION**

**TO:** \_\_\_\_\_

**ATTN: PAYOFF DEPARMENT**

**RE: BORROWER:** \_\_\_\_\_

**PROPERTY:** \_\_\_\_\_

**LOAN NUMBER:** \_\_\_\_\_

**PAYOFF GOOD THROUGH:** \_\_\_\_\_

**Please fax a written payoff to: Sperr Law Offices, (706) 780-5359**

**This shall serve as authorization for the release of a written payoff statement, and I accept the applicable fax fee.**

\_\_\_\_\_  
Borrower's Signature

\_\_\_\_\_  
Borrower's SSN