

## **SELLER SETTLEMENT INFORMATION**

**SETTLEMENT DATE:** Your agent will contact you to arrange a convenient day and time for settlement. If you will not be available and need a power of attorney to sign on your behalf, contact us or your agent immediately to make those arrangements. An original power of attorney must be presented by time of settlement.

**FUNDS:** If you are assigning funds from the sale of property to a purchase, please notify Greenbrier Settlements as to that fact. If the funds are to be wired please provide Greenbrier Settlements with the wiring information. The funds will be sent after the purchasers' funds are received and the documents are on record at the appropriate courthouse. The Virginia Code prohibits earlier disbursement of the funds.

**PHOTO IDENTIFICATION:** Some form of government issued photo identification must be presented at settlement. Many of the documents to be signed require a notary.

**DEED:** The sale of real estate requires a legal document (the deed) to convey ownership. Unless you choose to obtain independent legal counsel, as explained in the letter from Smith, Hudson & Carluzzo, PC, our affiliated law firm, Smith, Hudson & Carluzzo will prepare the legal documents necessary for settlement.

**UTILITIES:** You need to contact the utility companies at least ten days prior to settlement to arrange for the transfer of billing and services for all utilities.

**SETTLEMENT:** At settlement, Greenbrier Settlements will review all the documents with you and will be available to answer any question you may have before or at settlement.