

BUYER'S REALTOR INFORMATION:

Your name:

Your company name:

Your best contact telephone number:

Your best contact email address:

Your commission on this transaction:

Name of realtor handling the seller's side:

PROPERTY INFORMATION:

Property address:

Pin number:

Deed Book and Page:

Are your clients getting a new survey?

Was there a pest inspection, water test, etc ordered?

If being paid at closing, please provide invoices.

Will there be any reason for us to hold money in escrow for repairs?

Please indicate the reason and the amount needed:

CLIENT INFORMATION:

Buyer(s) **FULL** names, including any initials, etc.:

(If the buyer is a Trust, please provide that information so that we can obtain the other needed documentation for closing)

Buyer(s) telephone numbers:

Buyer(s) email addresses:

Do they prefer telephone OR email?

Buyer(s) **CURRENT** mailing address:

Buyer(s) **FUTURE** mailing address **AFTER** the closing:

FINANCIAL INFORMATION:

Is this a cash purchase, seller financing, or will there be a lender?

If lender, which bank is being used for the loan?

Contact name and number for the bank:

Please let us know in advance if your clients will be attending the closing in our office so that we can be prepared to mail out their documents and/or obtain signatures on a Limited Power of Attorney. Please note that we need this completed form within 48 hours of dropping off or emailing a contract to our office to prevent a delay in closing.