

**INFORMATION NEEDED FOR AN  
OFFER TO PURCHASE - CONDOMINIUM**

How were you referred to our office? \_\_\_\_\_

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**☐ Buyer(s):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

Marital Status: \_\_\_\_\_

**☐ Seller(s):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

Marital Status: \_\_\_\_\_

**Are the Buyer and Seller related?** Yes or No

If yes, what is the relationship? \_\_\_\_\_

**Realtor or Attorney:**

Name: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

**Realtor or Attorney:**

Name: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

**Address of Property:**

Address: \_\_\_\_\_ Unit Number: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

City/Town/Village of: \_\_\_\_\_ County of: \_\_\_\_\_

Storage Unit Included? \_\_\_ Unit Number? \_\_\_\_\_

Parking Space Included? \_\_\_ Attached? \_\_\_\_\_ Fee? \_\_\_\_\_

**Condo Association Name:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

Association Address: \_\_\_\_\_

Association Phone: \_\_\_\_\_ Association Dues: \$ \_\_\_\_\_ per \_\_\_\_\_

**Who will pay any association transfer fees?** Buyer or Seller

**Purchase Price:** \_\_\_\_\_

Earnest Money: Amount: \_\_\_\_\_ When due: \_\_\_\_\_

Acceptance on or before: \_\_\_\_\_

Closing Date: \_\_\_\_\_

**Financing Contingency:** Must obtain within \_\_\_\_\_ days

Type of Loan: Conventional \_\_\_\_\_ FHA \_\_\_\_\_ Other \_\_\_\_\_

Type of Rate: Fixed \_\_\_\_\_ Adjustable \_\_\_\_\_ Other \_\_\_\_\_

Amount of Loan: \_\_\_\_\_ Loan Term: \_\_\_\_\_ Interest Rate: \_\_\_\_\_ %

Lender Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Items not included in sale:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Items included in sale:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Type of Water** (Municipal or Well): \_\_\_\_\_

**Type of Sanitation** (Municipal or Private Septic): \_\_\_\_\_

**Type of Heat** (Natural Gas or Other): \_\_\_\_\_

**Is this transaction contingent upon the Buyer obtaining an inspection?** Yes or No

**Is this transaction contingent upon the Buyer obtaining a current radon test of the property?** Yes or No

**Is this transaction contingent upon the sale of Buyer's home?** Yes or No

If yes, what is the address? \_\_\_\_\_

That closing should take place by what date? \_\_\_\_\_

**Will the Buyer move into the property after closing?** Yes or No

**Will the Seller occupy the property post-closing?** Yes or No

If yes, what are the terms? \_\_\_\_\_

**Is this property subject to a Homeowner's Association transfer fee?** Yes or No

If yes, who will pay the transfer fee? Buyer or Seller

**Is this property leased?** Yes or No

*If yes, please submit the lease to our office with this form.*

*If it is a verbal lease, submit the terms of the lease with this form.*

**Has a property condition report been prepared by the Seller?** Yes or No

*If yes, please submit the condition report to our office with this form.*

**Can the Seller provide a copy of a prior title policy in order to reduce the costs of title work?** Yes or No

*If yes, please submit the current title to our office with this form or within 2 days of acceptance.*

**Does either party have a preferred title company?** Buyer or Seller

If either has a preference, what is the name of the title company? \_\_\_\_\_