

INFORMATION NEEDED FOR AN OFFER TO PURCHASE

How were you referred to our office? _____

☐ 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: _____

City, State & Zip: _____

City/Town/Village of: _____ County of: _____

Residential, Commercial, or Multi-Unit Property: _____ (if multi-unit, how many: ____)

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: _____

Is this a Land Contract: Yes or No

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? _____