



BUYER INFORMATION SHEET

Transaction Type ☐ Purchase ☐ Cash Purchase ☐ with Financing ☐ Refinance
Property Type ☐ Single-Family ☐ Condo ☐ Multi-Family
Property Use ☐ Owner Occupied ☐ Second Home ☐ Investment
Property has an HOA ☐ Yes ☐ No HOA Approval is Required ☐ Yes ☐ No

BUYER/ BORROWER 1

Last _____
First _____
Middle _____
Marital Status ☐ Single ☐ Legally Married ☐ Widow(er)
Telephone _____
Mobile _____ Work _____ Home _____
US Citizen ☐ Yes ☐ No Country _____
Social Security/EIN/TIN: _____
E-mail _____
Forwarding Address _____
Address 2 _____
City _____ State _____ Zip _____

Title Held As (Vesting)

- ☐ Husband & Wife Married Person
☐ Single Person
☐ Joint Tenants
☐ Tenants by the Entirety (Only for Legally Married Couples)
☐ Joint Tenants with Rights of Survivorship
☐ As his/her Sole and Separate Property
☐ Tenants in Common

Buyer: ☐ Individual ☐ LLC ☐ Corp ☐ Trust

Legal Name _____

Authorized Signer _____ Title _____

E-mail _____

LLC Members/Trustee Names _____

IS THERE AN OPERATING AGREEMENT? >> ☐ YES ☐ NO

BUYER/ BORROWER 2

Last _____
First _____
Middle _____
Marital Status ☐ Single ☐ Legally Married ☐ Widow(er)
Telephone _____
Mobile _____ Work _____ Home _____
US Citizen ☐ Yes ☐ No Country _____
Social Security/EIN/TIN: _____
E-mail _____
Forwarding Address _____
Address 2 _____
City _____ State _____ Zip _____

Title Held As (Vesting)

- ☐ Husband & Wife Married Person
☐ Single Person
☐ Joint Tenants
☐ Tenants by the Entirety (Only for Legally Married Couples)
☐ Joint Tenants with Rights of Survivorship
☐ As his/her Sole and Separate Property
☐ Tenants in Common

Buyer: ☐ Individual ☐ LLC ☐ Corp ☐ Trust

Legal Name _____

Authorized Signer _____ Title _____

E-mail _____

LLC Members/Trustee Names _____

IS THERE AN OPERATING AGREEMENT? >> ☐ YES ☐ NO

LENDER (IF APPLICABLE)

Name of Company _____
Loan Officer _____
Last _____ First _____ Middle _____
Phone Number _____
E-mail _____
Loan Amount \$ _____
NMLS/ License ID _____

ATTORNEY (IF APPLICABLE)

Attorney (if applicable) Name _____
Telephone _____
Mobile _____
Home _____
Work _____
E-mail _____

BANK INFORMATION

Bank Name _____
Mailing Address for Check _____
Address 2 _____
☐ Picking up check in person at Title Office

BUYERS REALTOR INFO

Name _____
Contact Name _____
Telephone _____
Cell. _____
E-mail _____

Commission Processing/ Broker Fee

Held By: _____
Contact Number _____
Email _____

ASSOCIATION (IF APPLICABLE)

Name of Community _____
Contact Name _____
Contact Number _____
Email _____

ADDITIONAL INFORMATION

If Cash Transaction & Single family home,
does buyer want a survey? ☐ Yes ☐ No

If required by HOA/Condo, has buyer(s)
applied for approval? ☐ Yes ☐ No

Will the buyer be available to close
in person at our office? ☐ Yes ☐ No

Escrow Deposit ☐ Yes ☐ No

Amount \$ _____
Given On ____ / ____ / ____

SPECIAL INSTRUCTIONS:

BUYER(S) SIGNATURE

Buyer/Borrower 1 Signature _____
Buyer/Borrower 2 Signature _____

DATE

Date _____
Date _____