

**RESIDENTIAL REAL ESTATE PURCHASE**

Client(s): \_\_\_\_\_

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

Tel. No. (Home) \_\_\_\_\_ (Bus.) \_\_\_\_\_ (Cell) \_\_\_\_\_

(email) \_\_\_\_\_

SSN. \_\_\_\_\_ and \_\_\_\_\_ and \_\_\_\_\_

Property: \_\_\_\_\_

Seller(s): \_\_\_\_\_

Seller's Atty: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Realtors: Selling: \_\_\_\_\_ Phone: \_\_\_\_\_

Listing: \_\_\_\_\_ Phone: \_\_\_\_\_

Commission info: \_\_\_\_\_ Deposit: \$ \_\_\_\_\_ Held by: \_\_\_\_\_

Bank: \_\_\_\_\_

Bank's Attorney: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Purchase Price: \$ \_\_\_\_\_

Mortgage: 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

Adjustment Info: Taxes: \_\_\_\_\_ Fuel: \_\_\_\_\_

Water: \_\_\_\_\_ Common Charges: \_\_\_\_\_

Sewer Use: \_\_\_\_\_ Fire District: \_\_\_\_\_

Closing Date: Per Contract \_\_\_\_\_ Preferred: \_\_\_\_\_ Occupancy: \_\_\_\_\_

Contract Dates: Mortgage Contingency \_\_\_\_\_ Commitment Received? \_\_\_\_\_

Commitment expires \_\_\_\_\_ Inspections: \_\_\_\_\_

Miscellaneous Info: Seller attending closing? \_\_\_\_\_ If not, POA needed? \_\_\_\_\_

Are corporate documents needed? \_\_\_\_\_

Condominium: Resale Package received by Buyer? \_\_\_\_\_

Work done within last 90 days? \_\_\_\_\_ Mechanic's Lien Waiver needed? \_\_\_\_\_

Title Search ordered with: \_\_\_\_\_ on \_\_\_\_\_ date due \_\_\_\_\_

Hazard Insurance: \_\_\_\_\_ Date Ordered: \_\_\_\_\_ Reviewed: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Who cuts checks? \_\_\_\_\_ 1099S Reporting \_\_\_\_\_

Actual Closing Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

All Parties Notified: Client: \_\_\_\_\_ Realtor: \_\_\_\_\_ Walk through ordered? \_\_\_\_\_

Recording Service Required: \_\_\_\_\_ Ordered with: \_\_\_\_\_ Date: \_\_\_\_\_

Recording info: \_\_\_\_\_ Documents returned to lender \_\_\_\_\_

Wire/funds received: \_\_\_\_\_ checks disbursed: \_\_\_\_\_

Recording info: \_\_\_\_\_ Documents returned to Lender: \_\_\_\_\_

Title Policy returned to Title Company: \_\_\_\_\_

OUTSTANDING CLOSING ISSUES \_\_\_\_\_

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