

# REAL ESTATE PURCHASE

Client: \_\_\_\_\_

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

Phone: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_ (Mobile) \_\_\_\_\_

SSN: \_\_\_\_\_ and \_\_\_\_\_ and \_\_\_\_\_

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

Seller: \_\_\_\_\_

Seller's Attorney: \_\_\_\_\_ Contact: \_\_\_\_\_

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

Real Estate Agents:

Selling \_\_\_\_\_ Phone \_\_\_\_\_

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

Commission Info: \_\_\_\_\_

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

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

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

Purchase Price: \$ \_\_\_\_\_ Deposit: \$ \_\_\_\_\_ Held By: \_\_\_\_\_

Mortgage: First: \_\_\_\_\_ Second: \_\_\_\_\_ Refinance: \_\_\_\_\_

If refinance, order releases & payoffs from: \_\_\_\_\_

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

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

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

Miscellaneous Info: Seller attending closing? \_\_\_\_\_

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

Search Ordered With: \_\_\_\_\_ on \_\_\_\_\_ for \_\_\_\_\_

Hazard Ins \_\_\_\_\_ Date Ordered: \_\_\_\_\_ Reviewed: \_\_\_\_\_

Who cuts checks: \_\_\_\_\_ 1099-S Reporting: \_\_\_\_\_

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

All Parties Notified: Client: \_\_\_\_\_ Realtor: \_\_\_\_\_

Recording Service Required: \_\_\_\_\_ Ordered With: \_\_\_\_\_ for \_\_\_\_\_

Recording Info: \_\_\_\_\_ Documents Returned To Lender: \_\_\_\_\_

Checks Disbursed: \_\_\_\_\_ Title Policy Returned To Title Co.: \_\_\_\_\_ Other: \_\_\_\_\_

Outstanding Post Closing Issues: \_\_\_\_\_

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