



**PURCHASE AND SALES INFORMATION FORM**



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The following information is necessary to prepare a Purchase and Sales Agreement. This form must be **FULLY** completed unless the information is not applicable to your transaction. Please email or fax this completed form using the information provided above.

1. Property address being sold/purchased: \_\_\_\_\_  
     a. Assessors Plat & Assessors Lot: \_\_\_\_\_
2. Type of property is being sold/purchased?  
 Single Family     Condominium     Multi-Unit, how many units? \_\_\_\_\_     Land
3. Are there any tenants to remain on the property?  
 No     Yes, list the name of each tenant and their rent amount:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
4. Seller's name (individual(s), LLC, Corporation, Trust, or Estate): \_\_\_\_\_
5. Seller's email address: \_\_\_\_\_
6. Seller's phone number: \_\_\_\_\_
7. Seller's mailing address: \_\_\_\_\_
8. Buyer's name (individual(s), LLC, Corporation, or Trust): \_\_\_\_\_
9. Buyer's email address: \_\_\_\_\_
10. Buyer's phone number: \_\_\_\_\_
11. Buyer's mailing address: \_\_\_\_\_
12. Purchase price: \_\_\_\_\_
13. Deposit amount: \_\_\_\_\_
14. Who will be holding the deposit? \_\_\_\_\_
15. Is there a gift of equity?     No     Yes, how much? \_\_\_\_\_
16. Are there any seller closing costs and prepaids?     No     Yes, how much? \_\_\_\_\_
17. Closing date (may be on or before said date): \_\_\_\_\_
18. Mortgage amount: \_\_\_\_\_
19. Mortgage contingency date (to be approved): \_\_\_\_\_
20. If known, name of the lender who will be providing the loan: \_\_\_\_\_
21. Physical inspection date: \_\_\_\_\_
22. List specific items included in the sale: \_\_\_\_\_
23. List specific items NOT included in the sale: \_\_\_\_\_