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PURCHASE AND SALES INFORMATION FORM

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 this completed form using the information provided above.

1. Property address being sold/purchased: _____
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: _____