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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 ☐ Commercial
3. Are there any tenants to remain on the property?

   ☐ No ☐ Yes, number of occupied units at closing _____ and number of vacant units at closing _____
4. Seller name(s) (individual, LLC, Corporation, Trust, or Estate): _____

   Seller email address(es): _____

   Seller phone number(s): _____

   Seller primary residential address(es): _____

   Seller Attorney (if not Andreoni Law Group, P.C.): _____
5. Buyer name(s) (individual, LLC, Corporation, or Trust): _____

   Buyer email address(es): _____

   Buyer phone number(s): _____

   Buyer primary residential address(es): _____

   Buyer Attorney (if not Andreoni Law Group, P.C.): _____
6. Purchase price: _____
7. Deposit amount (minimum $100.00 required): _____

   Who will be holding said deposit? _____
8. Is there a gift of equity (selling the property for less than its market value as a gift to Buyer)?

   ☐ No ☐ Yes, how much (confirm with your Lender)? _____
9. Preferred closing date (will be on or before said date): _____
10. Mortgage amount (confirm with your Lender): _____
11. Are Buyers having inspections done?

    ☐ No ☐ Yes, what date _____
12. List all items included in and excluded from the sale. For each appliance, specify the type and quantity (e.g., 1 refrigerator, 2 stoves).

    Included: _____

Exclded: _____

13. Will the Seller be giving the Buyer any credits toward closing costs, attorney's fees, prepaid expenses, etc. at closing?

    ☐ No ☐ Yes, how much? _____

14. Please list any special conditions or contingencies that must be met for the transaction to proceed (e.g., Buyer needing to sell another property before purchasing, Seller needing to secure replacement housing before closing, the contract needing to be assignable, the transaction being subject to a subdivision).

    _____

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