

REAL ESTATE INTAKE FORM

PROPERTY ADDRESS: _____
COUNTY _____ PIN# _____ - _____ - _____ - _____ Vol. _____

Price Quoted \$ _____ (SFD / _ Multi-Unit /Condo/Twnhse/Commercial/ Other)

Client: Seller/Buyer: _____ Marital Status: _____
Address: _____ SSN: ____-____-____
Phones: (H) +1 () _____ and (Pg/Cell) +1 () _____
(W) +1 () _____ and (Fax) +1 () _____
E-mail: _____

Contract Acceptance Date: _____ Costs Paid by Seller: \$ _____
Purchase Price: \$ _____
Earnest Money: \$ _____
K Finance Contingency Date: _____ (_____ Days)
Finance Commitment Date: _____
Inspection Contingency Date: _____

Closing Date: _____ Time: _____
Location: _____
Phone #: +1 () _____ Fax#: +1 () _____ Final Closing Figure \$ _____

Buyer/Seller:
Address: _____

Buyer/Seller Attorney: _____ Contact Person: _____
Address: _____
Phone#: _____
Fax #: _____
E-Mail: _____

Realtors:
SELLER'S Agent:
Name: _____
Company: _____
Address: _____
Phone #'s: +1 () _____
Fax #'s: +1 () _____
Pager #'s: +1 () _____
Cell/Other: +1 () _____

BUYER'S Agent:

+1 () _____
+1 () _____
+1 () _____
+1 () _____

Mortgage Broker/Bank:
Name: _____
Loan Officer: _____
Phone #: +1 () _____

Loan Amt: \$ _____ (FHA/VA/Conv)
Processor: _____
Fax #: +1 () _____

Title Company:
Name: _____
Phone #: +1 () _____

Commitment #: _____
Fax #: +1 () _____

REFERRED BY: _____