

# REAL ESTATE INTAKE FORM

PROPERTY ADDRESS: \_\_\_\_\_

COUNTY \_\_\_\_\_ PIN# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Vol. \_\_\_\_\_

Sale Price \$ \_\_\_\_\_ (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: \$ \_\_\_\_\_

Costs Paid by Buyer: \$ \_\_\_\_\_

Earnest Money: \$ \_\_\_\_\_

(Held By: \_\_\_\_\_)

K Finance Contingency Date: \_\_\_\_\_

(\_\_\_\_\_ Days after contract signing)

Finance Commitment Date: \_\_\_\_\_

(\_\_\_\_\_ Days after contract signing)

Inspection Contingency Date: \_\_\_\_\_

(\_\_\_\_\_ Days after contract signing)

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 ( ) \_\_\_\_\_

COMMISSION: \_\_\_\_\_

BUYER'S Agent:

Name: \_\_\_\_\_

Company: \_\_\_\_\_

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

Phone #'s: +1 ( ) \_\_\_\_\_

Fax #'s: +1 ( ) \_\_\_\_\_

Pager #'s: +1 ( ) \_\_\_\_\_

Cell/Other: +1 ( ) \_\_\_\_\_

COMMISSION: \_\_\_\_\_

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: \_\_\_\_\_