



# Buyer Information Form

This form is simply a BASIC non binding tool to help us efficiently prepare your offer. Please complete what you can, and email it back to us. Additional documents and information will be required depending on your situation.

## Buyer Information

- Buyer 1 Full Name:
- Buyer 1 Phone: Buyer 1 Email
- Buyer 2 Full Name:
- Buyer 2 Phone: Buyer 2 Email:

## Transaction Details

- Desired Purchase Price:
- Earnest Money Deposit (You lose this if you back out for no reason) (convention ~1%, but negotiable):
- Independent consideration due if your offer is accepted (NEW 2026)(This is an amount that you DO NOT get back for any reason.) (We suggest under \$100, but must be over \$0) Amount:
- Desired Closing Date:
- Title Company
- Property Address:

## Financing & Contingencies

- Prequalification Letter? (Y/N) – Please attach if available
- Lender Contact Information: Name, email, phone
- Is your purchase contingent on sale of another property? (Y/N)
- Are you doing a 1031 Exchange? (Y/N)



**Personal Property Requested by buyer (if applicable)**

- (e.g., washer, dryer, appliances, lawn equipment)

**Important Offer Sections to Review**

We will prepare these according to common local practice, but timelines and costs are negotiable. When you receive the offer carefully review Section 12 (Costs to be Paid) If you want to make them different let us know

Are you performing inspections? (Y/N)  
appraisals), though exceptions exist.

Inspections are typically NOT required by lenders (unlike

**Taxes and Fees**

**Gross Receipts Tax (GRT)**

Think of GRT as New Mexico’s sales tax on services. It is approximately 7–8% of the commission (not the sales price) and is collected from you by title at closing then paid by Atomic Realty to the state at closing. Your Buyer Brokerage Agreement explains how commission and GRT are handled.

**Title & Survey Matters**

**Improvement Location Report (ILR) similar to a survey**

If required by the title company, who will pay? (Estimated cost: ~\$800. Negotiable as to who pays.)

- Seller \_\_\_
- Buyer \_\_\_

**Owner’s Title Policy**

Often \$2,000–\$3,000.

Provides title insurance protecting against undiscovered liens or defects.

In Los Alamos, convention is that the Buyer pays the owners policy as it is often reimbursed by the Lab, but this is fully negotiable. Who is being asked to pay? Buyer Seller

Atomic Realty  
Working smarter so you keep more.