



BUYER INFORMATION SHEET

Buyer Name: _____

Selling Agent: _____

Property Address: _____

Buyer(s) Marital Status: Single ___ Married ___ Divorced ___ Separated ___ Widow(er) ___

Full legal name of all Buyer(s) and non-borrowing spouse(s):

_____ and Spouse, _____

Buyer's e-mail address: _____ Buyer's Phone: _____

Lender/Loan officer contact: _____

Homeowner's Insurance Agent Contact E-Mail: _____

Are there any invoices that have been paid or need to be paid? Yes _____ No _____
If yes, please send all invoices via email even if already paid along with proof of payment if applicable.

***HOA DUES – Some HOA management companies require that transfer fees be paid upfront. If this is the case, and the contract states it is the buyer's responsibility to pay the HOA Transfer fee, we will notify you with the information needed so that the buyer(s) can provide the upfront fee. Generally, it is the Seller's responsibility to pay this fee.**

Will Buyer be living at the property? Yes ___ No _____

Special Instructions: _____

N.B. If Buyer is married and spouse is not a borrower, he or she still must attend closing and bring 2 forms of photo ID. If borrower or spouse will not be attending closing, please contact us immediately to make arrangements for a Power of Attorney to be drafted, as the lender must approve prior to closing; non-borrowing spouses must sign certain forms for the lender even when not on the loan.

WE REQUIRE CERTIFIED FUNDS AT CLOSING PAYABLE TO "Law Offices of Nicole LaDuca Quinn, PLLC Attorney Trust Account". WIRE TRANSFERS ARE PREFERRED. WIRING INSTRUCTIONS AVAILABLE UPON REQUEST.