

BUYER INFORMATION SHEET

Congratulations on the pending purchase of your NEW property!!

We thank you for the opportunity and trust in handling your closing.

For us to fully serve you in this transaction, we will need you to complete the following Information Sheet as soon as possible to expedite the processing of the file by our targeted closing date. Please provide us with as much of the following information as possible to ensure accuracy on all Closing Documents. Our goal is to offer the best title closing service to you.

We look forward to a smooth closing. It is important that we work together in this transaction in order to accomplish all of the necessary and required provisions of the sales contract as quickly as possible. Please notify us immediately if you should anticipate any delay in the closing or if you encounter any complications.

Contract information:

Marital Status

Buyer Name: _____ SSN: _____
Buyer Name: _____ SSN: _____

Married Single

Married Single

If Married, are you married to each other?

**** If you are married and the property is going to be your homestead residence then your spouse will also have to be at closing to sign some of the documents. ****

Current Address: _____

Forwarding Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Will the property be your Homestead property? ___ Yes ___ No

If Property is a Condo/HOA, have you applied for approval from association?

___ YES ___ NO

Will you be present in our office for Closing? ___ Yes, ___ No, this will be a mail-away closing

Have you sent in your Earnest Money Deposit: ___ Yes ___ No

Do you want a Survey and Elevation Certificate? ___ Yes ___ No

(Not applicable for condos. Surveys are mandatory for all Florida transactions with financing)

If your lender requires a Florida Form 9, we will be **REQUIRED** to order a survey. Most surveys cost between \$250- \$500 depending on size of the lot. I am aware if my lender requires a survey, title will order one on my behalf. In the event the file cancels, I am aware that it will be the borrower's responsibility to cover that cost at their own expense.

_____ I AGREE (Initial)

If you will have a Mortgage on the said property, please provide Lenders Name and Email:

Lenders Name: _____

Phone: _____ Email: _____

I understand ALL closing proceeds MUST be sent in the form of a WIRE prior to closing!

_____ I AGREE (Initial)

Please let us know of any other information that may aid in closing this transaction more efficiently.
Thank you.

ADDITIONAL INFORMATION

BUYER'S VESTING CONFIRMATION

BUYER'S VESTING CONFIRMATION IS NEEDED NO LATER THAN 2 WEEKS PRIOR TO CLOSING

Confirm below the manner in which you desire to take title to the property in anticipation of preparing the Deed.

PLEASE TYPE OR PRINT LEGIBLY

1. NAME: Buyer(s) is/are taking title exactly how the name(s) appear(s) on the sales contract, or as follows:

2. TENANCY: Please provide the correct information. Buyers should give careful consideration as to the manner in which they title to the property. Buyers may wish to consult legal counsel to determine proper ownership for their particular situation. Below are definitions of common ways of holding title to real property as an information overview. Check one of the following:

_____ A Single Man/Woman: A man or a woman who is/has not been legally married, or is legally divorced

_____ An unremarried widow/widower

_____ HUSBAND AND WIFE: A form of vesting title to property which was acquired by husband and wife during their marriage. This form of vesting creates a tenancy by the entirety which means upon the death of one party the legal title automatically passes to the surviving spouse.

_____ JOINT TENANTS WITH FULL RIGHTS OF SURVIVORSHIP: A form of vesting title to property owned by two or more individuals, married or unmarried, in equal interest, with the right of survivorship in the surviving joint tenant(s). Upon the death of a party, title passes immediately to the surviving joint tenant or tenants and NOT to his or her estate.

_____ TENANTS IN COMMON: A form of vesting title to property owned by any two or more individuals in an undivided interest. The interest may be equal or unequal. Each party owns an undivided interest and upon the death of a party, their interest passes to their estate and not to the surviving co-tenant(s).

_____ TRUSTS: A trust is an arrangement whereby legal title to property is transferred by the grantor to an individual called a trustee, to be held and managed by that individual for the benefit of the people specified in the trust agreement. Attach a copy of the trust evidencing the Trust name, date of Trust and the names of the Trustees.

_____ PARTNERSHIPS: A partnership is an association of two or more persons who can carry on business for profit as co-owners. A partnership may hold title to real property in the name of the partnership. Attach a copy of the Partnership Agreement.

_____ CORPORATIONS: A corporation is a legal entity, created by statute, consisting of one or more shareholders, but regarded under law as having an existence and personality separate from such shareholders. Attach current year's Certificate of Good Standing from the State, County and City in which business is conducted and a Corporate Resolution identifying the individual(s) who will sign on behalf of said Corporation.

_____ LIMITED LIABILITY COMPANY: An unincorporated organization of one or more parties or entities established in accordance with applicable state laws and whose members may actively participate in the organization, managed by it's members or managing member(s). Attach Articles

3. ADDRESS FOR THE DEED - MAIL FOR THIS PROPERTY TO BE DELIVERED TO:
