

REAL ESTATE CONTRACT
NEGOTIATION CHECKLIST

1) BUYER'S INFORMATION:

Buyer's Full Name: _____
(Please Print)

Buyer's Address: _____

Buyer's Social Security No.: _____

Buyer's Social Security No.: _____

Buyer's Marital Status: _____

Buyer's Marital Status: _____

2) SELLER'S INFORMATION:
(Full name of each person as appears on title)

Seller's Full Name: _____

Seller's Full Name: _____

Seller's Address: _____

Seller's Social Security No.: _____

Seller's Social Security No.: _____

Seller's Marital Status: _____

Seller's Marital Status: _____

**3) PROPERTY ADDRESS:
(Include county and unit number, if applicable)**

**4) HOMEOWNER'S ASSOCIATION INFORMATION:
(Please provide copy of rules, regulations, & by-laws, if applicable)**

Management Name or Contact Person: _____

Address: _____

Telephone Number: _____

Monthly Assessment Amount: _____

**5) PERSONAL PROPERTY TO BE INCLUDED/EXCLUDED:
(See Attached List)**

6) **PURCHASE PRICE:** _____

7) **EARNEST MONEY:**
(Earnest money should be at least \$1,000.00 and payable upon acceptance of the contract. If this office is to hold the earnest money, money has to be payable to Nicole M. Bono Client Trust Account, bearing no interest).

Amount: _____

Date Due: _____

8) **MORTGAGE CONTINGENCY:**
Will this contract be contingent upon the Buyer obtaining a written loan agreement? If so, what date will the Buyer fulfill this contingency? (No more than 30 days after acceptance, but at least 2 weeks prior to closing).

Date: _____

Lender Name and Address: _____

Loan Officer: _____

Phone: _____

Fax: _____

9) **WILL THE BUYER BE OBTAINING AN FHA/VA LOAN?**
If so, will the Seller be contributing anything towards the Buyer's closing costs?

Yes/No: _____

Amount: _____

10) **CLOSING DATE:** _____

11) **POSSESSION DATE:** _____

If this is not the same as the closing date, it is customary to place 2% of the purchase price in escrow at the closing to ensure possession on the designated date and condition of the property. A daily rental amount equal to 1/30 of the Buyer's principal, interest, taxes, insurance, and Association dues is also customary. (Post closing possession is not recommended unless absolutely necessary.)

Escrow Amount: _____

PITI Amount: _____

12) **SALE OF EXISTING REAL ESTATE CONTINGENCY:**

Is this closing contingent upon the Buyer selling another property? If so, do they have a contract for that property, and is that contract contingent upon any thing?

13) **IS THE PROPERTY ON CITY SEWER & WATER, OR WELL & SEPTIC?**

14) IS THERE ANY REALTOR INVOLVED WITH THIS TRANSACTION?

Yes/No: _____

Agency Name and Address: _____

Realtor Name: _____

Phone: _____

Fax: _____

IS THERE ANY LISTING AGREEMENT IN PLACE OR EXCLUSIVE BUYER'S AGENT AGREEMENT, IF SO, WHO?

Yes/No: _____

Agency Name and Address: _____

Agents Name: _____

Phone: _____

Fax: _____

15) IS THIS VACANT LAND? Yes/No: _____

16) IS THIS NEW CONSTRUCTION? Yes/No: _____

17) DOES THE BUYER WISH TO HAVE A PROFESSIONAL HOME INSPECTION?

Yes/No: _____

18) ATTORNEY INFORMATION:
(Provide other party's attorney information, including phone/fax numbers)

Attorney Name: _____

Address: _____

Phone: _____

Fax: _____