

BUYER INTAKE FORM (Selling/Buyer Agent)

I. Reference Details

a. Subject Property Address: _____

II. Purchasing Entity (required by title/closing company)

a. Buyer Name (as Deeded): _____

b. Buyer-Contact Name: _____

c. Buyer-Contact Phone: _____

d. Buyer-Contact Email: _____

e. Buyer Mailing Address: _____

III. Selling/Buyer Agent Details

a. Name: _____

b. Brokerage: _____

c. Phone/Email: _____ / _____

d. Commission %: _____ HUD: ☐ Seller Side ☐ Buyer Side

e. Transaction/Admin Fee: \$ _____ HUD: ☐ Seller Side ☐ Buyer Side

f. Buyer-Agent TC Name: _____

g. Buyer-Agent TC Phone: _____

h. Buyer-Agent TC Email: _____

IV. Offer Details

a. Purchase Price: \$ _____

b. Deposit/Escrow Amount: \$ _____

c. Close Date: _____ (example: "on or before 30 days from Approval")

d. Inspection Days: _____

e. Financing Type: ☐ Cash ☐ Conventional/FHA/VA ☐ Private Lending

V. Required Documents:

☐ As-Is Contract (executed) ☐ Short-Sale Addendum to As-Is Contract (executed) ☐ Proof of Funds/Pre-Approval

☐ LMS Buyer Disclosure (executed) ☐ Articles of Incorporation (if corporate entity)