

Buyer Information Sheet

Are you working with an agent? _____	Agent _____
	Date _____
Have you signed an agreement? Y / N	Source _____

Prospects Name: _____	Spouse: _____
Address: _____	City: _____ State: _____ Zip: _____
Phone #'s Hm.: _____	Wk.: _____ Cell: _____
Email: _____	
OWN or RENT? Lease Expires: _____	
If own, is house on the market? Y N	If yes, are they buying with same agent? Y N
If own, do they have to sell first? Y N	How long have they been looking? _____

Property: _____	

Criteria	Best time to look: <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Wkday <input type="checkbox"/> Wkend
Price Range: _____ to _____	Time Frame: _____
Desired Areas: _____	Square Footage: _____
#Bedrms: _____	#baths: _____
Restricted: Y / N	#Acres: _____
Special features: _____	
Notes: _____	

Mortgage Information
Will you be paying cash or financing? _____
Mortgage Company: _____ Loan Officer: _____
Phone#: _____

Are you a first time home buyer? Y / N	Buyer Book Given? Y / N
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Follow Up Date

Personal Note Sent: _____

Buyer Agent Checklist

PRE-PURCHASE

- Put in A2K
- Start plan in A2K
- Information about brokerage services signed
- Buyer Representation signed
- Buyer Book given out and gone over
- SOAR EMLS follow up system
- Tell about searching MLS from our website
- Business Cards given to buyer to hand out
- Sell the TEAM
- Personal notes done

CONTRACT

- Signed seller's disclosures
- Initial sq.ft on MLS sheet
- Start insurance process during option period
- Inspector list given and form signed (Safety issues)
- Handed out utilities page
- Business cards for Liz, Kristen, etc.
- Tell about the moving truck
- Complimentary services of Fax, Copies, Computer, Printer, Notary
- Personal Note written
- Turn Yellow sheet with source of business into Liz with contract
- Turn in signed MLS sheet to Liz with contract
- Do address labels for them
- Suggest house warming party 30-60 days
- Change of address postcards
- Schedule buyer's walk through and use form to sign off
- Call 3 days after move-in—Talk about Home Warranty Upgrades

*****Call me about any listing or FSBO!!!!*****

*****I am your representative in the transaction*****

*****I look out for your best interests*****