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PROVIDING:  
ELDER LAW SERVICES  
ESTATE PLANNING AND TRUST ADMINISTRATION  
MEDICAID AND PUBLIC BENEFITS PLANNING  
SPECIAL NEEDS PLANNING  
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NURSING HOME LAW AND LITIGATION  
VA BENEFITS PLANNING  
FAMILY LAW SERVICES  
COLLABORATIVE LAW  
MEDIATION SERVICES  
SOCIAL SECURITY DISABILITY APPEALS

## **CLIENT QUESTIONNAIRE FOR PURCHASE/SALE OF REAL ESTATE**

Date: \_\_\_\_\_

Buyer Name: \_\_\_\_\_

Seller Name: \_\_\_\_\_

Buyer Address: \_\_\_\_\_

Seller Address: \_\_\_\_\_

Property Address: \_\_\_\_\_

Closing Date: \_\_\_\_\_

### **Basic Client Information**

1. Formal Names: How are your names used and spelled on previous deeds, bank accounts, driver licenses, etc.?
2. Common Names: By what names are you commonly called, or by what names do you wish us to address you, in conversation, correspondence, etc.?
3. What are your Social Security Numbers?
4. What is your date of birth?
5. What is your present mailing address ?
6. In what municipality, county, and state do you presently reside?



7. What is your home telephone number? listed or not?
  
8. What is your employer's name and mailing address for you at work? What is your telephone number at work? May we call you at work?
  
9. Are you a new or former client of our office?
  
10. Who referred you as a client to us? May we send a "thank you" note to that person?
  
11. What is the marital status of the parties? Were any parties previously married? (If so, we will follow up with a detailed question or information form.)
  
12. If married - what is maiden name of wife? What is the date of the marriage?
  
13. Are you working through a real estate salesperson in acquiring or selling the property? If so, what are his work and home addresses and work and home telephone numbers and the name of his real estate agency ?
  
14. Are you working through an employment transfer agency in acquiring or selling the property? If so, what is the name and work address and telephone number of the individual you are working with, and the name and location of the agency?



15. If the other party is represented by an attorney, who is the attorney and what is the address and telephone number of the attorney?

**Marital Information, if formerly married**

1. Name of party formerly married and date and place of that marriage.
  
2. Full name of previous spouse.
  
3. If marriage was terminated by death: (a) State place and date of death. If a copy of death certificate is available, please provide us with a copy.  
  
(b) If death was in New Jersey, was the estate probated? If so, in what county? Who was the attorney who helped handle the estate?
  
4. If marriage was terminated by divorce: (a) When was the divorce obtained?  
  
(b) In what state and county was the divorce obtained?  
  
(c) If a copy of the divorce judgment or decree is available, please provide us with a copy.  
  
(d) If the former spouse has remarried, when and where, if known.



(e) If no proof of divorce is available, what was the name of the attorney who handled the divorce? If out-of-state, please provide the address and telephone number of the attorney and the name of the attorney.

### **Client Purchasing**

1. If you require mortgage financing, have you applied for your mortgage? If so, where and when did you make the application? Who are you dealing with at the lender institution? When do you expect to received a mortgage commitment? Do you have an interest rate lock in?

2. Do you expect any problem or need any special help with the availability of funds for closing? For example, do you require a bridge loan, need time to sell investments or an existing home, etc.?

3. If you are selling an existing home, please provide us with the names, addresses, and telephone numbers of the real estate broker, transfer agencies, and lawyers helping you with that sale, so we can synchronize the two transactions.

4. Have you considered professional inspections of the property that you have not already conducted, and if so, please identify who will arrange for and follow up on the following inspections?

(a) Termite or other wood-boring insects

(b) Water potability

(c) Structural and system inspections



- (d) Radon tests
- (e) Underground Storage Tanks

5. Do you intend to expand or add to the physical structure on the property? If so, please provide details of your plans as known.

6. Do you intend, now or in the future, to make any use of the property that different from the present use made of the property?

7. Do you know how the property, and neighboring properties, are zoned for present and future use?

8. Do you have any special agreements with the seller not stated in the written agreement that you have provided to us?

9. Is any part of the listing agreement or statement in any advertisement for the property that is not set out in writing in the agreement important in your purchase of the property?

10. Is it important that the closing take place on the date written in the contract, or are your plans flexible? When do you plan to move into the property in relation to the closing date in the contract? Do you have any specific arrangement with the other party to occupy the property before or after closing?

11. Will all parties be able to attend the closing, or must special arrangements be made for papers to be signed in advance of the closing?



### **Property Information**

1. Is the property occupied by anyone other than those who have signed the sales contract and their minor children? If so, on what basis? If occupied by tenants, we need copies of leases.

2. Is the property served by public water or sewer, or private well and septic system?

3. How is the property heated?

- (a) oil            (b) gas            (c) electric

4. We need a copy of the following in relation to the property. Can you provide this information to us, or should we get it elsewhere? Costs can be expected to be incurred as part of getting the information from alternate sources.

- (a) Deed,
- (b) Title policy,
- (c) Survey,
- (d) Real estate tax bill,
- (e) Information about any mortgage on the property:
  - (1) the date on which payment is due,
  - (2) the address to which payments are made,
  - (3) the amount of regular payments,
  - (4) the full name of the organization receiving payment,
  - (5) the loan number of the loan as reflected in the records of the holder.



5. Has any part of the property been sold between buying the property and contract? If so, please provide details.

6. Have you had a radon test conducted in the property? Has a copy been provided to the purchaser as required by State Law? Please provide us with a copy of the report.

### **Seller Information**

**Internal Revenue Service:** As of January 1, 1987, the IRS requires attorneys to report all sales of real estate transactions by way of form 1099 or 1099-S to the IRS. Your name, social security number, property address, date of closing and the sale price will be reported to the IRS and you will receive a copy of the form forwarded to the IRS.

**Smoke Detector and Carbon Monoxide Certificates:** The State of New Jersey mandates that each residence that is sold and/or leased must be inspected for the presence of smoke detectors and carbon monoxide detectors. A Certificate of Smoke Detector and Carbon Monoxide Detector Compliance must be obtained from the town in which the property is located. There is a small fee for such certificates, which covers the inspection of smoke and carbon monoxide detectors and the certificate. Please contact your municipality as soon as possible to obtain this certificate. The original certificate must be provided to this office no later than seven days prior to the closing date.

**Certificate of Occupancy:** Please check whether your municipality requires a Certificate of Occupancy for the resale of the property. Contact the building inspector's office or code enforcement office about this requirement as soon as possible. If one is required, provide this office with the original no later than seven days prior to the date of closing. There may be a fee for this certificate.





5. What, if any, changes have there been in the lines of the property or the buildings, fences, driveways, or other improvements shown, or that would be shown, on the survey of the property? Have any buildings, fences, driveways, or other improvements been constructed on any adjoining property near your property lines since the date of your survey or your acquiring the property? If so, please provide details.

6. Do any tenants, or other persons, other than sellers and their minor children, have any right to occupy the property? If so, please provide details.

7. What, if any, construction such as renovations or additions have been placed on the property within the last four months? Approximately when was the last construction on the property?

8. Is the property known or thought to be located in a Federal or state flood hazard area? Is there flood insurance in place on the property?

9. Has the property experienced problems with or been treated for termites or other wood-destroying insects during the seller's ownership?

10. Are all major systems such as heating, plumbing, well water, electrical, etc. working properly? Are all appliances working properly?

11. Are there any underground storage tanks on the property such as heating fuel oil or automobile fuel?



12. Are there any known problems with a septic or other sewage disposal system?
  
13. Is there any flooding or water seepage problem in the basement or otherwise in the property?
  
14. When do you expect to close title? When do you expect to vacate the property? Do you and the buyer have any special agreement relating to timing of occupancy of the property?
  
15. Have you obtained permits as part of any work, such as renovations or construction, performed on the property during your ownership of the property?

16. **Homeowners Association:**

If the subject property is a condo, townhouse or co-op, please furnish the name, address, telephone number, and contact name of the association.

1. Association: \_\_\_\_\_
2. Neighborhood: \_\_\_\_\_
3. Phone Number: ( ) \_\_\_\_\_
4. Contact Name: \_\_\_\_\_

17. **Transfer Tax:** You may be eligible for a partial exemption from the NJ Real Estate Transfer Tax if you meet all of the following qualifications: (1) One owner is 62 years of age or over and no joint owners other than spouse or other qualified owner; (2) The premises are a one or two-family house; (3) Premises owned and occupied by owners at time of closing.

If you think you qualify for this partial exemption, please complete the following:

Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_



Other exemptions exist for: (1) Blind Persons; (2) Permanently and Completely Disabled Persons; and, (3) Low and Moderate Income Housing (Please advise if you qualify as soon as possible)

**18. Citizenship:**

Are you a citizen of the United States? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If you are not a United States Citizen, please supply:

1. The country in which you are a citizen: \_\_\_\_\_
2. A photocopy of your resident alien card or other document to support your status.

**Due to the new Patriots Act, title companies require proof of citizenship in the form of a birth certificate or passport for this transaction. This will be passed on to the title company for their endorsement and approval. Copies of this act are available in this office upon request.**

**Referral**

By whom were you referred to this office?

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Referral is:

\_\_\_ Attorney      \_\_\_ Previous Client of Donald D. Vanarelli

\_\_\_ Financial Planner      \_\_\_ Other \_\_\_\_\_

Have you visited our website at [www.dvanarelli.com](http://www.dvanarelli.com)? Yes  No

If yes, do you have any ideas for improving our website? If so, please discuss.

\_\_\_\_\_  
\_\_\_\_\_

**Certification**

I understand that the recommendations and advice which you give, and any documents you prepare, will be based on the accuracy and completeness of the disclosures made herein. Thus, I certify that the information provided is true and correct in all respects to the best of my knowledge and belief.

\_\_\_\_\_  
Client

\_\_\_\_\_  
Client