



## BUYER INFORMATION SHEET

### Personal Information

- Full Name(s): \_\_\_\_\_
- Address: \_\_\_\_\_
- City, State, Zip: \_\_\_\_\_
- Phone Number(s): \_\_\_\_\_
- Email Address(s): \_\_\_\_\_
- Preferred Method of Contact:  Call  Text  Email
- Best Time to Contact: \_\_\_\_\_

### Buying Preferences

- Would you like a home with a view (lakefront, golf course, etc.)?  Yes  No
- Are you interested in a gated community?  Yes  No
- Do you require a home with a large backyard or outdoor space?  Yes  No
- Would you consider a fixer-upper if it meets your criteria?  Yes  No
- Do you need a home with a dedicated office space?  Yes  No
- Preferred Location(s)/Neighborhood(s): \_\_\_\_\_
- Preferred Zip Codes: \_\_\_\_\_
- Type of Property (Single-Family, Condo, Townhome, etc.): \_\_\_\_\_
  - Type of Property (Single-Family, Condo, Townhome, etc.): \_\_\_\_\_
- One Story, Two Story, or No Preference: \_\_\_\_\_
  - Type of Property (Single-Family, Condo, Townhome, etc.): \_\_\_\_\_
- Number of Bedrooms: \_\_\_\_\_ Number of Bathrooms: \_\_\_\_\_
- Square Footage Range: \_\_\_\_\_
- Lot Size Preference: \_\_\_\_\_
  - Intended Use for Land (e.g., farming, building extra garage, recreation): \_\_\_\_\_
- Preferred Style (Modern, Traditional, Ranch, etc.): \_\_\_\_\_
- Must-Have Features (Garage, Pool, Office, etc.): \_\_\_\_\_
- Parking Needs: How many garage spaces? \_\_\_\_\_
  - Do you need extra parking for an RV?  Yes  No
- Pool Preference: \_\_\_\_\_
- Preferred School District (if applicable): \_\_\_\_\_
- Special Requirements (Accessibility, Multi-Generational, etc.): \_\_\_\_\_
- HOA:  Yes  No
- Do you prefer gas or electric appliances:  Yes  No
- If you have kids, does the community need to have bus transportation to and from school?  Yes  No

## Financial Information

- Do you have a budget set aside for home renovations or upgrades if needed?  Yes  No
- Are you planning to pay in cash or finance the home?  Yes  No
- Will you need a down payment assistance program?  Yes  No
- Have you been pre-approved for a mortgage?  Yes  No
  - If yes, with which lender? \_\_\_\_\_
  - Contact info for lender: \_\_\_\_\_
- Price Range: \$ \_\_\_\_\_ to \$ \_\_\_\_\_
- Down Payment Percentage: \_\_\_\_\_ %
- Are you a first-time homebuyer?  Yes  No
- Are you currently renting or do you own your home?  Rent  Own
- Do you need to sell a property before buying?  Yes  No

## Timeline & Additional Information

- How often would you like updates on new listings?  Daily  Weekly  As Available
- Are there any 'deal-breaker' features that would prevent you from considering a home?  Yes  No
- Are there features you'd love but can compromise on?  Yes  No
- Are you available for in-person showings or would you prefer virtual tours?  Yes  No
- How long do you plan to live in this home?  Short-term  Long-term  Forever Home
- Would you like recommendations for home service providers (contractors, landscapers, security systems, etc.)?  Yes  No
- Desired Move-In Date: \_\_\_\_\_
- Are you working with another real estate agent?  Yes  No
  - If yes, did you sign a representation agreement with the agent?  Yes  No
  - If so, has that agreement expired?  Yes  No
- Have you viewed any properties yet?  Yes  No
- Best Time to View Homes: \_\_\_\_\_
- Any additional preferences or details (e.g., white/dark kitchen cabinets, granite, flooring): \_\_\_\_\_

## Important Considerations (Yes / No Questions)

- Are you aware you will need to purchase a home inspection?  Yes  No
- Are you aware you may need to purchase a survey?  Yes  No
- Are you aware of the option period fee (non-refundable), usually around \$100 - \$500, and earnest money, usually 1% of the purchase price, both due at the time of an accepted offer?  Yes  No
- Are you aware of the HOA document fee, which is negotiated in the contract and is typically due within 10 - 20 days after the contract is accepted?  Yes  No
- If the seller does not have a survey, a new one will need to be purchased. This is negotiable between the buyer and seller. Are you prepared to purchase a survey if the seller makes this a buyer expense?  Yes  No
- Are you prepared to offer a leaseback to the seller if needed by the seller?  Yes  No
  - Are you willing to give a free leaseback if it makes your offer more appealing to the seller?  Yes  No
- Are you prepared to pay the buyer's commission if the seller is not offering one? If not, do you only want to see properties where the seller is paying commission?  Yes  No

