



ROBERTS & ROBERTS, LLP

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REAL ESTATE CONTRACT INFORMATION SHEET

Please fill out this worksheet fully and return it as soon as possible. ALL the requested information is important. If you do not supply the necessary information, your closing may be delayed and your costs may increase. If the answer to any question requires more space than has been provided on the form, please complete your answer on a separate sheet.

SELLER

Full legal name: _____

Address: _____

Phone: _____

Email: _____

If not shown above, name of Seller's spouse (if any): _____

If Seller is an entity (corporation, partnership, etc.), name(s) and title(s) of person(s) authorized to sign on behalf of the entity: _____

BUYER

Full legal name: _____

Address: _____

Phone: _____

Email: _____

If Buyer is an entity (corporation, partnership, etc.), name(s) and title(s) of person(s) authorized to sign on behalf of the entity: _____

PROPERTY

Legal description (from your deed or survey; **the description on your property tax statement is insufficient**): _____

Street address: _____

Is the Seller able to convey a 100% interest? Yes No If NO, please explain (e.g.—subject to prior reservation of mineral rights; subject to life estate in favor of Bob Smith; etc.)

Are there any buildings on the Property? Yes No If YES, is there a residential dwelling built prior to 1978 on the Property? Yes No

Personal property included in sale (list): _____

Intended use of the Property? _____

Name of Owner's Association (if applicable): _____

Are any inspections or repairs required?

Yes—these inspections & repairs are the expense of Seller / Buyer: (note any cost cap)

No—property is sold “as is”

CLOSING

Preferred Date: _____

Buyer will take possession of the Property:

Before closing. (Buyer's temporary lease suggested. Please call for details)

Upon closing

A date after closing (Seller's temporary lease suggested. Please call for details)

SALES PRICE

Total Sales Price: \$ _____

Portion paid for land and improvements: \$ _____

Portion paid for personal property: \$ _____

Earnest Money: \$ _____

Cash payable at closing: \$ _____

Seller-Financing

Amount of loan: \$ _____

Interest rate: _____

Term: _____

Will there be escrow for taxes and insurance? Yes No

Will there be penalty for prepayment? Yes (specify): _____ / No

Will Seller have right to demand payment in full if Buyer sells Property? Yes No

Name & address of any person(s) who will guarantee payment: _____

Third-party Financing

Type of loan: VA FHA Conventional

Name of lender: _____

Name and Phone # of loan officer: _____

Amount of loan: _____

Assumption

Type of loan: VA FHA Conventional

Name of lender: _____

Name and Phone # of loan officer: _____

Loan Number: _____

Current balance of loan: \$ _____

Name & address of any person(s) who will guarantee payment: _____

ALLOCATION OF EXPENSES

Are taxes to be prorated through Closing? Yes / No—all taxes are to be paid by _____

Survey

- Not required
- Seller will furnish existing survey dated: _____
- Buyer / Seller will obtain new survey at the expense of _____
- Sales Price will be adjusted based on survey at rate of \$_____ per square foot

The following will be paid by:

	Seller	Buyer	Not required
Title insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appraisal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Earnest Money Contract	<input type="checkbox"/>	<input type="checkbox"/>	
Deed	<input type="checkbox"/>	<input type="checkbox"/>	
Note & Deed of Trust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loan Fees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Residential Service Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Escrow fees	<input type="checkbox"/>	<input type="checkbox"/>	
Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	
Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	

SPECIAL PROVISIONS

The information in this questionnaire is correct and complete to the best of my knowledge and belief.

Client Signature

FOR COMMERCIAL CONTRACTS

Seller will assign the following:

- Leases (please furnish copies of leases and a list of security deposits)
- Service Contracts (specify): _____
- Warranties (specify): _____
- Plans and specifications (specify): _____
- Licenses and permits (specify): _____
- Accounts receivable
- Environmental Assessments / Asbestos Reports
- Underground Storage Tanks
- Other (specify): _____

Covenant Not To Compete? Yes No

Term: _____

Area: _____

Consideration: _____

Option (feasibility) period? Yes No

Term: _____

Consideration: _____

Contract Assignable?

By Seller

- No
- Yes— with without Buyer's consent
- Tax-free exchange

By Buyer

- No
- Yes— with without Seller's consent
- Tax-free exchange