



## Transactional Information Form

1. Property Address: \_\_\_\_\_ File #: \_\_\_\_\_

### 2. Buyer's Personal Information

- FULL NAME: \_\_\_\_\_
- FULL MAILING ADDRESS: \_\_\_\_\_
- TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

If buyer is an LLC or an Inc., please provide us the      ♦company docs ♦operating agreement/bylaws

3. Marital Status:  Married     Common Law Married     Never Married     Separated     Divorced     Widowed

- **Spouse printed name:** \_\_\_\_\_ (spouse signature required by law **at closing** if obtaining a loan for the purchase)

### 4. Transaction Type – Please check **one**

- Purchase                       Double Close                       Lease option
- Refinance                       Short sale                               Lease Purchase
- Subject to                       Contract for Deed
- Assignment → Name & Phone of End Buyer: \_\_\_\_\_

### 5. Funding – Please check **all** that apply. If there is a lender, contact info is **NECESSARY** to proceed (see below).

- Cash (Wire or certified check)                       1031 Exchange                       Seller Financed
- Institutional Lender                               Transactional Lender     Subject-to
- Private Lender - If IRA, please provide direction of investment

**Lender Contact:** Name \_\_\_\_\_ Phone/Email \_\_\_\_\_

6. Will you attend closing?  Yes  No (\$75)      If no, should we →  Email docs  Mail docs (\$50 courier)

### 7. Earnest Money:

Amount \$ \_\_\_\_\_  Cash     Check                       Wire  
Who will be retaining?     ICS     Seller                       Other: \_\_\_\_\_

### 8. Insurance agent information

➤ Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

### 10. Trust Information → ONLY COMPLETE IF ICS IS **CREATING** THE TRUST (\$250)!

Trust Name: \_\_\_\_\_ Trust Address: \_\_\_\_\_

Trustee Name: \_\_\_\_\_ Trustee Address: \_\_\_\_\_

Beneficiary Name: \_\_\_\_\_ Beneficiary Address: \_\_\_\_\_