



# INNOVATIVE CLOSING SOLUTIONS

TURNING YOUR REAL ESTATE INTO REAL PROFITS

## Transactional Information Form

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

### 2. Buyer's Personal Information

- FULL NAME: \_\_\_\_\_
- MAILING ADDRESS: \_\_\_\_\_
- CITY/STATE/ZIP: \_\_\_\_\_
- TELEPHONE: \_\_\_\_\_
- EMAIL: \_\_\_\_\_

If buyer is an LLC or an Inc., please provide us the

◆company docs

◆operating agreement/bylaws

3. Marital Status:     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
- Refinance
- Subject to
- Short-sale
- Assignment → Name & Phone of End Buyer: \_\_\_\_\_
- Double Close
- Subsequent Closing
- Lease Option
- Lease Purchase

### 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)
- Institutional Lender
- Seller Finance (requires executed seller finance addendum – blank copy available upon request!)
- Private Lender - If IRA, please provide direction of investment
- 1031 Exchange
- Transactional Lender

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

6. (Check all that apply, select N/A if none) Is there an  estate,  bankruptcy, or  foreclosure?  N/A

7. Should ICS prepare a trust for this transaction?  Yes (\$200) **Complete Section 12!**  No

8. Are the buyers attending closing?  Yes  No    If no, should we →  Email docs  Mail docs  
➤ Please note, funding and document delivery method will impact the fee for remote closing.

9. Per the contract, who will be paying the seller's closing costs?  Buyer  Seller  End Buyer (Assignment)

### 10. Earnest Money:

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

### 11. Insurance agent information

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



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12. Trust Information → ONLY COMPLETE IF WE ARE **CREATING** A TRUST! See section 7!

Trust Name: \_\_\_\_\_ Trust Address: \_\_\_\_\_  
Trustee Name: \_\_\_\_\_ Trustee Address: \_\_\_\_\_  
Beneficiary Name: \_\_\_\_\_ Beneficiary Address: \_\_\_\_\_