

**Transactional Information Form**

1. Property Address \_\_\_\_\_ City: \_\_\_\_\_  
Zip: \_\_\_\_\_ County: \_\_\_\_\_

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  Double Close
- Refinance  Subsequent Closing
- Subject to  Lease Option
- Short-sale  Lease Purchase
- 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
- Institutional Lender  Transactional Lender
- Seller Finance (requires executed seller finance addendum – blank copy available upon request!)
- Private Lender - If IRA, please provide direction of investment

**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 11**  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. 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: \_\_\_\_\_