



3033 Kettering Blvd., Ste 110,  
Dayton, OH 45439

Phone (937)424-5457 Fax(866)594-2729 Text (937)745-1143

**BUYER INFORMATION**

Your Name: \_\_\_\_\_ Property Address: \_\_\_\_\_

Buyer's Name(s): \_\_\_\_\_

Marital Status:  UNMARRIED  MARRIED  HUSBAND AND WIFE  SEPARATED

Name of Spouse: \_\_\_\_\_

**\*\*In most cases, the spouse will need to attend closing.**

**If you are unsure if the spouse will need to be at closing, please contact our office\*\***

Current Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Will buyer and spouse attend closing?  YES  NO

A cash buyer may be able to sign electronically. Is your client ok with signing via Dot Loop?  YES  NO

**In most financed transactions we can hire a contract closer to meet with the buyer if they are out of state. We would need a time and location at least 48 hours prior to the scheduled closing to coordinate. Please contact us for more details.**

HOA on property?  YES  NO If yes, Contact name, Phone, Email: \_\_\_\_\_

Tax Proration:  Long  Short \_\_\_\_\_

Seller Paid Closing Costs: \$ \_\_\_\_\_ or \_\_\_\_\_ % Is seller contributing to Owner's Policy?  YES  NO Amount: \_\_\_\_\_

Buyer's Agent Commission: \$ \_\_\_\_\_ or \_\_\_\_\_ %

Compliance fee/Additional Commission/Processing Fee?  YES \$ \_\_\_\_\_  NO

Amount of Earnest Money: \$ \_\_\_\_\_ Who is holding the Earnest Money? \_\_\_\_\_

How should the Earnest Money be handled at closing?

- Earnest money returned to Buyer
- Credited on Settlement Statement and Endorsed By Buyer
- Credited on Settlement Statement and Reduced from Commission
- Other: \_\_\_\_\_

Invoices to be paid (please send copies of all invoices to our office):

Amount \$ \_\_\_\_\_ Payable to: \_\_\_\_\_ Paid by:  Buyer  Seller

Amount \$ \_\_\_\_\_ Payable to: \_\_\_\_\_ Paid by:  Buyer  Seller

Amount \$ \_\_\_\_\_ Payable to: \_\_\_\_\_ Paid by:  Buyer  Seller

Broker License Number : \_\_\_\_\_ Agent License Number: \_\_\_\_\_

**\*\*FUNDS DUE AT CLOSING IN AN AMOUNT OF \$10,000 OR MORE MUST BE WIRED. FOR FUNDS LESS THAN \$10,000 THE BUYER WILL NEED TO BRING A CERTIFIED OR CASHEIR'S CHECK MADE PAYABLE TO PARTNERS LAND TITLE AGENCY\*\***

**PLEASE RETURN THIS COMPLETED FORM TO [ROMA@PARTNERSLANDTITLE.COM](mailto:ROMA@PARTNERSLANDTITLE.COM) OR FAX TO 866-594-2729**