



3033 Kettering Blvd., Ste 110,
Dayton, OH 45439
Phone (937)424-5457 Fax(866)594-2729 Text (937)745-1143

BUYER INFORMATION – LLC or BUSINESS

Your Name: _____ Property Address: _____

Name of LLC: _____ State of Registration: _____

Name of Signer(s): _____

****PLEASE FORWARD SIGNING AUTHORITY AND/OR COMPANY RESOLUTION AND OPERATING AGREEMENT****

Current Mailing Address: _____

Phone: _____ Email: _____

Will the signer attend closing? ☐ YES ☐ NO (IF NOT PLEASE CONTACT US TO MAKE SIGNING ARRANGEMENTS)

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 Jayda@PARTNERSLANDTITLE.COM OR FAX TO 877-784-8571