

# Gould, Whitley & Marshall

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## PURCHASE CONTRACT CHECKLIST

Name, Address and Phone Number (and fax number and email address, if possible) of Seller:

Name, Address and Phone Number (and fax number and email address, if possible) of Buyer:

Address of Property Being Sold: \_\_\_\_\_

Year house was built: \_\_\_\_\_

Year Seller bought or last re-financed the property: \_\_\_\_\_

Personal Property not attached to the property that will nevertheless be included in the sale (for example, washer, dryer, refrigerator, window coverings):

Personal Property that is attached that will nevertheless be removed and taken by Seller:

Purchase Price: \_\_\_\_\_ Earnest Money: \_\_\_\_\_

Name of Title Company: \_\_\_\_\_

Will the Title Company hold the earnest money? \_\_\_\_\_

Is Buyer getting a new loan to pay for part of the purchase price? \_\_\_\_\_  
(If the Buyer is either assuming the existing loan or getting a carryback loan from the Seller, let us know so we can discuss this with you to get the needed information.)

IF YES: Type of loan (VA, FHA, or conventional): \_\_\_\_\_

Loan company: \_\_\_\_\_

Contact person and phone number: \_\_\_\_\_

Loan Amount: \_\_\_\_\_ Cash at Closing: \_\_\_\_\_

What (if any) loan costs will Seller pay: \_\_\_\_\_

Appraisal paid by: \_\_\_\_\_

Closing fee charged by title company (approximately \$200) paid by: \_\_\_\_\_

Closing Date: \_\_\_\_\_ Possession Date: \_\_\_\_\_

Is the Buyer's obligation to purchase contingent on selling any other property? : \_\_\_\_\_

IF SO: address of the property Buyer needs to sell: \_\_\_\_\_

Is this property currently listed with a realtor? \_\_\_\_\_

Is this property currently under contract? \_\_\_\_\_

Date by which this contingency has to be satisfied, i.e., when Buyer's house must be SOLD: \_\_\_\_\_

Do you also want a separate date by which Buyer's property has to be UNDER CONTRACT (if not already under contract)? \_\_\_\_\_

Other terms related to this contingency: \_\_\_\_\_

**Any other terms of your deal that you think should be included:**

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