



**PURCHASE ORDER DATA SHEET**

PROPERTY ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_  
COUNTY: \_\_\_\_\_  
CONTRACT SALES PRICE: \$ \_\_\_\_\_  
CLOSING DATE: \_\_\_\_\_

**SELLER/OWNER:** \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_  
**SELLER/OWNER:** \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_

Address: \_\_\_\_\_

EMAIL \_\_\_\_\_

Will seller(s) be at closing?  YES  NO

Power of Attorney Needed?  YES  NO Attorney's Name: \_\_\_\_\_

Attorney's Address/Phone: \_\_\_\_\_

**BUYER 1:** \_\_\_\_\_ SOCIAL SECURITY#: \_\_\_\_\_

**BUYER 2:** \_\_\_\_\_ SOCIAL SECURITY#: \_\_\_\_\_

Address: \_\_\_\_\_

EMAIL \_\_\_\_\_

Joint Tenants  Tenant's in Common Will buyer(s) be at closing?  YES  NO

Power of Attorney Needed?  YES  NO Attorney's Name: \_\_\_\_\_

Attorney's Address: \_\_\_\_\_

**LISTING AGENT:** \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Company Commission: \_\_\_\_\_ %

**SELLING AGENT:** \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Company Commission: \_\_\_\_\_ %

**EXISTING LOANS:** 1<sup>st</sup>  Payoff  Take Subject to

LENDER: \_\_\_\_\_

Phone: \_\_\_\_\_ Loan# \_\_\_\_\_

2<sup>nd</sup>  Payoff  Take Subject to

LENDER: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

**NEW LENDER INFO:**

LENDER: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax # \_\_\_\_\_

Contact: \_\_\_\_\_

Email \_\_\_\_\_

TYPE:  Conv  FHA  VA  Other: \_\_\_\_\_

**WATER COMPANY** \_\_\_\_\_

**SEWER/WASTEWATER COMPANY** \_\_\_\_\_

**HOA:** \_\_\_\_\_ **HOA MANAGEMENT CO** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_

SEND COPIES OF COMMITMENT TO (indicate # in box):

Sl.Agent,  List.Agent,  Atty.,  Lend.,  Buyer,  Seller,  Other: \_\_\_\_\_

Participant in a 1031 Exchange /Exchange company contact info \_\_\_\_\_

SPECIAL INSTRUCTIONS OR CIRCUMSTANCES FOR THIS TRANSACTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_