



REQUEST FOR CONTRACT PREPARATION

The following information is required to accurately prepare a Contract of Sale. It is the Owners responsibility to ensure all spelling of names and information are correct. Owner understands a fifty-dollar fee will be charged if there is any incorrect information provided that results in having to make corrections after this form has been received by Mr. Lister Realty, Inc. Please type or print clearly. Please make sure you have checked with the Buyer and or Seller to ensure all information is accurate and you have all names as they appear in the deed prior to submitting this form.

BUYER'S NAME _____

BUYER'S NAME _____

BUYER'S MAILING ADDRESS _____

CITY _____ **ZIP** _____

BUYER'S HOME PHONE _____

BUYER'S WORK PHONE _____

SALES PRICE OF PROPERTY _____

PROPERTY ADDRESS BEING PURCHASED _____

CITY _____ **ZIP** _____

SELLER'S NAME _____

SELLER'S NAME _____



SELLER'S MAILING ADDRESS

CITY _____ **ZIP** _____

SELLER'S HOME PHONE

SELLER'S WORK PHONE

PLEASE ANSWER THE FOLLOWING:

- | | | | |
|--|---|----|---|
| 1. DOES THE PROPERTY HAVE A WELL | Y | OR | N |
| 2. DOES THE PROPERTY HAVE A SEPTIC SYSTEM | Y | OR | N |
| 3. DOES THE PROPERTY HAVE PUBLIC WATER/SEWER | Y | OR | N |
| 4. IS THERE A HOME OWNERS ASSOCIATION | Y | OR | N |
| 5. IS THE PROPERTY A CONDO | Y | OR | N |
| 6. IS THE PROPERTY FEE SIMPLE | Y | OR | N |
| 7. IS THERE A GROUND RENT | Y | OR | N |
| 8. AMOUNT OF GROUND RENT | | | |
| \$ _____ | | | |
| 9. IS THE BUYER A FIRST TIME HOME BUYER | Y | OR | N |

PLEASE CIRCLE THE TYPE OF LOAN THE BUYER WILL BE OBTAINING:

- CONVENTIONAL
- VA
- FHA
- CASH
- ASSUMPTION

DEPOSIT AMOUNT

\$ _____

PLEASE CIRCLE THOSE INSPECTIONS THE BUYER REQUESTS:

- HOME INSPECTION
- RADON TEST
- LEAD BASED PAINT



**NAME OF PERSON DEPOSITING
MONIES INTO ESCROW ACCOUNT**

DATE OF SETTLEMENT

**OWNER AUTHORIZES BROKER TO CHARGE CREDIT CARD PROVIDED.
VISA/MASTERCARD ACCEPTED
CREDIT CARD NUMBER** _____

EXPIRATION DATE _____

I, _____ **AUTHORIZE, MR. LISTER REALTY,**
Printed name

BROKER TO CHARGE MY CREDIT CARD FOR SERVICES RENDERED.

NAME OF CARD HOLDER _____

(Signature)

A TOTAL OF THREE CONTRACTS WILL BE DRAWN, ONE FOR THE BUYER,
SELLER AND LENDING INSTITUTION.

ARE THERE ANY SPECIAL CONDITIONS YOU WISH TO INCLUDE IN THE
CONTRACT OF SALE, EXAMPLE \$2,000 TOWARDS CLOSING COSTS OR DINING
ROOM CHANDELIER EXCLUDED, ETC.

**PLEASE REVIEW ALL INFORMATION PRIOR TO
FAXING ALL PAGES TO MR. LISTER REALTY, INC.
410-486-0061
THANK YOU!**