

BUYER INFORMATION SHEET

Please complete this questionnaire and return it via e-mail, facsimile, or U.S. Mail as soon as possible. Timely receipt of this information will enable me to ensure your transaction is completed professionally and accurately and to prepare the closing paperwork with a minimum of delays.

Property located at: _____, Vermont
Street Address Town

Full Name (as you want it on your deed): _____ Soc. Sec. #: _____

Home Phone: _____ Work/Cell phone: _____

Email address: _____

Full Name: (as you want it on your deed): _____ Soc. Sec. #: _____

Home Phone: _____ Work/Cell phone: _____

Email address: _____

WILL THIS BE YOUR PRIMARY RESIDENCE? Yes _____ No _____

If No, please state your intended use for the Property (second home, investment, etc.): _____

HOW WILL YOU HOLD TITLE TO THE PROPERTY? (Circle One)

Individual Tenants by the Entirety (married / civil union couples only) Joint Tenants with Rights of Survivorship (surviving owner takes 100% of title at co-owner's death) Tenants in Common (each owner has separate interest)

Corporation or LLC Revocable Living Trust Other: _____

ARE YOU WORKING WITH A REAL ESTATE AGENT? Yes _____ No _____

If yes, please provide the following information:

Realtor Name: _____ Phone #: _____

If no, please forward a copy of the completed and executed purchase and sale contract with this questionnaire.

☞ ARE YOU WORKING WITH A LENDER TO FINANCE THE PROPERTY? Yes _____ No _____

If yes, please provide the following information:

Lender: _____

Loan Officer/Mortgage Broker Name: _____ Phone #: _____

☞ WHAT IS THE ANTICIPATED DATE OF CLOSING? _____

☞ HOW DID YOU HEAR ABOUT THE FIRM? _____

TERMS OF ENGAGEMENT

The Law Office of Richard J. Fox PLLC is pleased to be able to represent you in the purchase of your property. We strive to build relationships with our clients with a goal of being your trusted resource for all real estate legal matters. Please do not hesitate to ask questions or raise concerns – we are here to guide you through each step of the process.

By completing and returning this form you are creating an attorney-client relationship with this office. This includes a duty of confidentiality, as well as a duty to work on your best interests, from all members of this office.

Timely and thorough communication is important to sustaining this relationship. The Law Office of Richard J Fox PLLC is available to you seven days a week to address questions and concerns.

While most real estate transactions go quite smoothly, there are occasions where issues arise. In those instances, we would expect that you would accept our counsel. If you then wish to proceed in a way that is contrary to this office's professional judgment and advice, you agree that this attorney-client relationship may be terminated.

Payment is due at closing and in the amount agreed upon based upon the scope of services performed on your behalf.

The Law Office of Richard J. Fox PLLC will keep your case file for not less than seven (7) years after the conclusion of this matter, at which time it reserves the right to securely destroy the file unless you have otherwise arranged to have it forwarded to you.