

File: \_\_\_\_\_

Property: \_\_\_\_\_



## BUYER INFORMATION SHEET

*Dear New Property Owner,*

*We are delighted to be the title company that will be handling your purchase of the property mentioned above. Please complete the information below for the purposes of gathering information for the processing and the document preparations for the transfer of title. If there are more than two buyers, please just complete a separate sheet detailing the same information. If you have any questions completing this form, please do not hesitate to contact us. We are here to help!*

**PLEASE COMPLETE THIS FORM IN ITS ENTIRETY AND DELIVER BACK TO US BY:**

**EMAIL: [DelrayTitle@gmail.com](mailto:DelrayTitle@gmail.com) or FAX: (561)278-1450**

### 1. Buyer #1:

Name (as you want it to appear on title): \_\_\_\_\_

**\*\*\*\*If name is to be in a Trust, we will need a copy of that Trust as soon as possible\*\*\*\***

Email: \_\_\_\_\_

Phone(s): \_\_\_\_\_ male \_\_\_\_\_ / female \_\_\_\_\_

Current Home Address: \_\_\_\_\_

I will be attending the closing in person: YES / NO If no, what address shall we overnight your documents to: \_\_\_\_\_

→ **If paying cash for the property and would prefer to do your signing electronically, please let us know** ←

Marital Status – circle one SINGLE / MARRIED / DIVORCED- date of divorce \_\_\_\_\_ / WIDOWED

If married, please provide your spouse's name: \_\_\_\_\_

I will be moving to the: NEW PROPERTY or MY ADDRESS WILL BE \_\_\_\_\_

**Other Information to know:** If you will be purchasing in a development that has a management company and they require approval, please put in your application as soon as possible as they can legally take up to 30 days to approve new buyers. Please provide us with this Approval letter once it is received.

This approval is needed for closing. Please be sure to bring your photo identification with you to closing.

**Buyer #2:**

Name (as you want it to appear on title): \_\_\_\_\_

\*\*\*\*If name is to be in a Trust, we will need a copy of that Trust as soon as possible\*\*\*\*

Email: \_\_\_\_\_

Phone(s): \_\_\_\_\_ male \_\_\_\_\_ / female \_\_\_\_\_

Current Home Address: \_\_\_\_\_

I will be attending the closing in person: YES / NO If no, what address shall we overnight your documents to: \_\_\_\_\_

→If paying cash for the property and would prefer to do your signing electronically, please let us know←

Marital Status – circle one SINGLE / MARRIED / DIVORCED- date of divorce \_\_\_\_\_ / WIDOWED

If married, please provide your spouse’s name: \_\_\_\_\_

I will be moving to the: NEW PROPERTY or MY ADDRESS WILL BE \_\_\_\_\_

**#3:**

Will you be paying Cash or securing a Mortgage for this property? \_\_\_\_\_

If securing a new Mortgage, please provide:

Name of Contact at lender: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**#4:** Each and every November, the Real Estate Property Tax Bill will be mailed out from the County.

What address would you like the tax bill mailed to: NEW PROPERTY or other: \_\_\_\_\_

**#5:** The Funds for closing will be in the form of a: ( )Cashier’s Check or ( )Wire Transfer

If a Cashier’s Check, please have it made payable to Delray Title Escrow Account

\*NOTE: if getting a loan, the final figure you need for closing will come directly from Delray Title NOT the lender\*

**#6:** There will be an Attorney representing me/us: YES / NO if yes, please provide their contact details: \_\_\_\_\_