

Cygnature Title & Abstract rev 10/5/2005

Buyer Information Worksheet

Cygnature File # _____

Is buyer a business? Yes No

If yes, need to have something to verify the proper title of the company. For corporations registered with the state, you can log on to the Secretary of State website (www.sos.state.mn.us) and verify their corporate name. Otherwise, ask for some corporate or other document that will show their correct name/title. (We have had problems where the parties feel they are a partnership, but one was never formed.) At a minimum, get a written statement from the person providing the funds as to how they are requesting the grantee to show.

Will buyers attend closing? Yes No If no, will need contact information for closing by mail

Marital status of buyer: (circle one) Married Single Divorced Pending Divorce Recent Widow

Are there multiple buyers for this transaction? No Yes must provide information for all

How will the buyers take title circle one
Individual Joint Tenants Tenants in Common Corporation Partnership

Buyer Full Legal Name: _____ SS# _____
(if applicable) Federal ID # _____

Legal Name of Spouse: _____ SS# _____

Current Address: _____ Forwarding address: _____

Email address _____

Phone #'s _____
Home work cell

Full Legal Name: _____ SS# _____

For additional buyer(s) _____ (if applicable) Federal ID # _____

Legal Name of Spouse: _____ SS# _____

Current Address: _____ Forwarding address: _____

Email address _____

Phone #'s _____
Home work cell

Buyers are purchasing property using: (circle one) Cash Contract for Deed Bank Financing

If a cash or Contract for Deed purchase, buyers want their title protected with circle one
Owners policy of Title Insurance Formal Title Opinion

If "Formal Title Opinion" is selected, do buyers prefer to use own attorney or one selected by Cygnature.

(circle one)
Own attorneys name and phone # _____

If financing applies, please provide the following:

Lender name _____ Contact person _____

Phone # _____ Fax # _____

Sellers Brokerage Company _____

Sellers Agent _____ Phone # _____

Email address _____ Fax # _____

Buyers Brokerage Company _____

Sellers Agent _____ Phone # _____

Email address _____ Fax # _____

Commission percentage total _____ % Buyers % _____ Sellers % _____

Earnest money amount _____ Held by _____

Commission check to be cut to list agent company only to listing and selling agent company
If commission is being split by the title company, written authorization from the listing agents broker must be provided.

Real Estate Company admin fee Buyers _____ Sellers _____