



ILLINOIS REALTORS® BUYERS INFORMATION CHECKLIST



1. Name: _____
2. Address: _____
3. Preferred Telephone: _____ E-mail: _____
4. Area(s) (locations) requested: _____
5. Approximate possession date: _____
6. Specifications:
 - a. Bedrooms _____
 - b. Baths _____
 - c. Garage _____
 - d. Basement _____
 - e. Style _____
 - f. Lot Size _____
 - g. Features: _____
 - h. Remarks: _____
 - i. Other Requirements: _____
7. Price range: _____
How was this determined: Broker Pre-qualification
 Lender
 Other
8. What do you consider a comfortable monthly mortgage payment? \$ _____
9. How much do you plan to invest in the down payment?
\$ _____ Source: _____
10. Do you already have or have a preference for any particular lender or mortgage broker?

11. Other than the maximum price which you might be willing to pay for the property, is there any other information which you deem confidential and would not want disclosed?
 Yes No If yes, please state: _____
12. Was Buyer Representation agreement presented?
 Yes No Executed? Yes No

Signatures:

Designated Agent

Buyer

Date

Date

Buyer

Date

FOR OFFICE USE ONLY

• Source of Business:

- Personal referral Ad call Sign call Web/Social Media
 Floor call/walk in Company referral Met at open house

• How was property identified for Buyer?

- Buyer requested to see one specific home.
 Computer generated based on specifications provided by Buyer.
(If so, attach computer search)

Properties and/or Areas Shown	Price	Date	Buyers Comments	Printed Listing Given
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____