

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: \_\_\_\_\_

\*Might any down payment assistance programs be available to buyer?

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 and executed? \_\_\_\_\_ Date

13. Date Buyer was provided a copy of the Buyer Representation Agreement \_\_\_\_\_ Date



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
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____