

*People who care. Service you trust.*

**Realtor Purchase Order Form**

Date: \_\_\_\_\_

From: \_\_\_\_\_ **Commission % and Split:** \_\_\_\_\_

Listing Agent preferred contact info: \_\_\_\_\_

Selling Agent preferred contact info: \_\_\_\_\_

Estimated Closing Date: \_\_\_\_\_

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

Seller(s) Name(s): \_\_\_\_\_

Status of Seller(s):

**Seller(s) pay off information:**

Single \_\_\_\_\_

1<sup>st</sup> Mortgagee: \_\_\_\_\_

Married \_\_\_\_\_

Account Number: \_\_\_\_\_

Divorced \_\_\_\_\_

2<sup>nd</sup> Mortgagee: \_\_\_\_\_

Deceased \_\_\_\_\_

Account Number: \_\_\_\_\_

Seller(s) Social Security Number(s): \_\_\_\_\_

Buyer(s) Name(s): \_\_\_\_\_

Buyer(s) Lender: \_\_\_\_\_

Lender Contact information: \_\_\_\_\_

**Will all parties be at the closing?** Yes or No (please circle)

Special Instructions/Terms:

Seller(s) Forwarding Address / Phone #:

**NOTES:**

\_\_\_\_\_  
\_\_\_\_\_  
Seller(s) email address: \_\_\_\_\_

Buyer(s) Forwarding Address / Phone #:

\_\_\_\_\_  
\_\_\_\_\_  
Buyer(s) email address: \_\_\_\_\_

Enclosures:

Abstract: \_\_\_\_\_  
Previous Title Work: \_\_\_\_\_  
Deed: \_\_\_\_\_  
Death Certificate: \_\_\_\_\_

Executed Offer to Purchase: \_\_\_\_\_  
POA: \_\_\_\_\_  
Listing Contract: \_\_\_\_\_  
Signature auth. for pay off: \_\_\_\_\_