

**Smith, Paulson, O'Donnell
& Associates PLC**
201 West 7th Street, P.O. Box 668
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INFORMATION NEEDED TO DRAFT PURCHASE AGREEMENT:

Seller's Name: _____

Address: _____

Phone Number: Hm. _____ Wk. _____ Cell _____

Social Security Numbers: Husband _____ Wife _____

Buyer's Name: _____

Address: _____

Phone Number: Hm. _____ Wk. _____ Cell _____

Social Security Numbers: Husband _____ Wife _____

Property Address _____

Legal Description _____

Location of Abstract: _____

List of Personal Property which goes with sale: _____

What is Purchase Price: _____

How much Down payment: _____

How will balance of purchase price be paid. Conventional: _____
FHA: _____ VA: _____ Contract for Deed _____

If Contract for Deed, what are terms (interest rate, monthly payment, length of contract): _____

Who is Lender: _____
Have you been pre-approved for financing: _____

When do you wish to close: _____

Who pays for special assessments. Are there any newly levied or pending assessments?

Approximate balance: _____

Who pays real estate taxes (generally pro-rated to date of closing): _____

Is there Green Acres tax deferment on the property? _____ Will
Buyer be continuing to claim Green Acres: _____

Is there a well? _____ Septic? _____
Have they been inspected? _____ If so, by
who: _____ Did they pass inspection: _____

Please list any disclosures of problems with the property, i.e. wet basement, roof leaks, etc.

Documents Required for Transaction:

- Abstract
- Real Estate Tax Statement
- Title Insurance Policies
- Surveys
- Mortgage Information (name of lender, customer service phone #, loan number)