

THOMPSON, THOMPSON & GLANVILLE, PLC
REAL ESTATE PURCHASE/SALE INTERVIEW FORM

FULL NAME of Client(s) _____
Street address _____
City, state and zip _____
Home Phone number _____ Fax number _____
Work Phone number _____ Cell Phone number _____
Email Address _____

1. The law firm can only represent one side of a transaction, and can only bill one side of a transaction. Who will be hiring the law firm, Buyer or Seller (circle one)?
Buyer
Seller
2. Are you a Buyer or a Seller (circle one)?
Buyer
Seller
3. Is a real estate sales agent involved with this sale on behalf of either Buyer or Seller? _____ Yes _____ No
 - If yes, who is the sales agent? _____
 - Who does the agent represent? _____
 - Please provide a copy of any signed listing agreement.
4. Do you want the law firm to review or negotiate the listing agreement with the sales agent? _____ Yes _____ No
5. Please describe what kind of property this is (circle one):
Vacant
Recreational
Primary Residence
Cottage
Other: _____
6. What is the address of the property? _____
7. Do you have a recent appraisal? _____ Yes _____ No
8. Will either party obtain an appraisal? _____ Yes _____ No
9. Has the Buyer confirmed that zoning is proper for Buyer's intended use?
_____ Yes _____ No

10. Please state the names, addresses and marital status of the Buyer and the Seller as those names should appear on the sale and transfer documents. Please use an extra sheet of paper if needed.

Buyer:

Name(s) _____

Marital status _____

Street Address _____

City, State and Zip code _____

Telephone number _____

Email address _____

Seller:

Name(s) _____

Marital status _____

Street Address _____

City, State and Zip code _____

Telephone number _____

Email address _____

11. Do you already have a signed purchase agreement? _____ Yes _____ No
- If so, please attach a copy.
 - If not, do you want the law firm to draft the purchase agreement?
_____ Yes _____ No

12. If this is residential property, then the Seller has to provide a Seller's Disclosure Statement to Buyer. Has the Seller done so already? _____ Yes _____ No
If yes, please provide a copy of the disclosure statement.

13. Land Division.

- Is this property already a separate legal description, or will this be a newly created parcel? _____
- If a new parcel, has someone gotten it approved to create the new parcel?
_____ Yes _____ No
- In some cases, the Seller may withhold or transfer the right to make additional splits of a parcel. Has there been any discussion of "split rights"? Please explain. _____

14. Survey.

- Do you have a survey? _____ Yes _____ No. If Yes, please attach a copy.
- Does Buyer/Seller plan to get a new survey? _____ Yes _____ No
- If so, who will pay for it? _____ Buyer _____ Seller

15. Payment Terms.

- Price \$ _____
- Payment (Cash, Land Contract, Cash/Mortgage) Please explain the details. _____
- If a land contract or mortgage, do you want the law firm to draft these documents? _____ Yes _____ No
- Is there an existing land contract or mortgage? _____ Yes _____ No

16. Title.

- Do you have a title insurance policy from when the property was purchased by the Seller? _____ Yes _____ No. If yes, please attach a copy.
- Does the Buyer want title insurance? _____ Yes _____ No
If so, any preference for the title company? _____
- The Seller usually pays for the title insurance, from the closing proceeds. Is that the agreement? _____ Yes _____ No

17. Closing Decisions.

- A closing is the final meeting where the documents are signed and the money changes hands. The law firm's recommendation is for the Seller to provide title insurance to the Buyer, and then have the title company prepare the deed and other closing documents and conduct the closing. Is that the plan? _____
- The Buyer usually pays for recording the deed after the closing, is that acceptable? _____ Yes _____ No
- The Seller usually pays the transfer taxes, from the closing proceeds. Is that acceptable? _____ Yes _____ No

- What should be the deadline for a closing? _____
- Will the Buyer get possession of the property at closing? ___ Yes ___ No
- Seller can give Buyer a warranty deed or a quit claim deed. Which one will be given? _____ Warranty Deed _____ Quit Claim Deed

18. Tax Proration.

How do Buyer/Seller plan to apportion the property taxes which have been paid or are due? _____

19. Tax Uncapping.

- Do Buyer and Seller understand that the property taxes may increase substantially due to the transfer of ownership and subsequent “uncapping” of the property taxes? _____ Yes _____ No
- Is there a strategy or plan to avoid uncapping? _____ Yes _____ No
- Is this agricultural property that might not become uncapped? _____ Yes _____ No

20. Homestead.

- Does the property currently have a Principal Residence Exemption (PRE or Homestead Exemption)? _____ Yes _____ No
- Does the Buyer plan to claim a PRE for this property after the sale? _____ Yes _____ No

21. Inspections. Does the Buyer wish to conduct any inspections of the property?

- Pests? _____ Yes _____ No
- Water well? _____ Yes _____ No
- Environmental? _____ Yes _____ No
- General physical/mechanical inspection? _____ Yes _____ No
- Environmental? _____ Yes _____ No
- If so, who will pay for the inspection? _____
- How long will the Buyer have to complete the inspection? _____
- What are the consequences of an unsatisfactory inspection? _____

22. Mineral Rights. Does the Seller own all of the mineral rights? _____ Is Seller conveying them to Buyer? _____

23. Deposit (Earnest Money).

- Will there be a deposit when the purchase agreement is signed?
_____ Yes _____ No How much? _____ The law firm will not hold a deposit, so either the realtor or the title company (or some other arrangement) should be used.
- Will there be any personal property, like furniture or appliances, included with the sale? Please list any such items. _____
- Will this sale be contingent on the Buyer selling another property?
_____ Yes _____ No
- Will this sale be contingent on the Buyer getting financing?
_____ Yes _____ No
- Are there tenants on or using the property? _____ Yes _____ No
- Is there a rental agreement in place? _____ Yes _____ No
- Does the property have a well, septic, or municipal water/sewer?
_____ Yes _____ No

24. How does one get access to the property (circle one)?
public road
private road
access is a problem or unknown

25. Documents to provide to law firm if they can be obtained (copies are fine).

The most recent property tax bill for the property.
The most recent appraisal of the property.
Listing Agreement.
Seller's Disclosure Statement (if applicable).
Signed Purchase Agreement (if applicable).
Legal Description.
Survey (if applicable).
Title Insurance Policy (if applicable).
Rental Agreement (if applicable).