



# 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
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____