

**REAL ESTATE -COMMERCIAL SALES**  
**INTERVIEW FORM**

**CLIENT INFORMATION:**

**Clients name(s)** \_\_\_\_\_

**Current Address** \_\_\_\_\_  
\_\_\_\_\_

**Permanent Address** \_\_\_\_\_  
\_\_\_\_\_

**Current Phone** \_\_\_\_\_ **Permanent Phone** \_\_\_\_\_

**Alternate Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Email** \_\_\_\_\_

**Clients S.S #:** \_\_\_\_\_ **Clients DOB:** \_\_\_\_\_

**Employer** \_\_\_\_\_  
\_\_\_\_\_

**Employer Address** \_\_\_\_\_  
\_\_\_\_\_

**Employer Phone** \_\_\_\_\_ **Supervisor** \_\_\_\_\_

**Emergency Contact** \_\_\_\_\_

**Address** \_\_\_\_\_  
\_\_\_\_\_

**Phone** \_\_\_\_\_ **Relation** \_\_\_\_\_

**How did you hear about our firm?**

**Direct Mailing**

**Internet**

**Newspaper**

**Telephone Book**

**Referral,** \_\_\_\_\_

**Other,** \_\_\_\_\_

**INTERVIEW QUESTIONS:**

**Parties to Agreement**

1. Sellers Name(s): \_\_\_\_\_

2. Address: \_\_\_\_\_  
\_\_\_\_\_

3. Marital Status: Married\_\_\_\_\_ Separated\_\_\_\_\_ Divorced\_\_\_\_\_ Single\_\_\_\_\_

4. Spouses Name: \_\_\_\_\_

5. Is this a Homestead: Yes\_\_\_\_\_ No\_\_\_\_\_

6. Is Seller a corporation: Yes \_\_\_\_\_ No\_\_\_\_\_

If yes, state of incorporation: \_\_\_\_\_

In good standing: Yes \_\_\_\_\_ No\_\_\_\_\_

Names of Officers authorized to sign documents: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Buyers Name(s): \_\_\_\_\_

8. Address: \_\_\_\_\_  
\_\_\_\_\_

9. Marital Status: Married\_\_\_\_\_ Separated\_\_\_\_\_ Divorced\_\_\_\_\_ Single\_\_\_\_\_

10. Is this to be a Homestead: Yes\_ No\_\_\_\_\_

11. Is Buyer a corporation: Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, state of incorporation: \_\_\_\_\_

In good standing: Yes\_\_\_\_\_ No\_\_\_\_\_

Names of officers authorized to sign documents:\_\_\_\_\_

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**Description of Property**

12. Mailing/Street address: \_\_\_\_\_

13. Legal Description: \_\_\_\_\_

14. Personal property included in sale: \_\_\_\_\_

15. Current Zoning: \_\_\_\_\_

16. Current Zoning proper for Buyers intended use: Yes\_\_\_\_ No\_\_\_\_

**Purchase Price**

17. Total consideration:\$ \_\_\_\_\_

18. Down payment: \$ \_\_\_\_\_

19. Balance payable:

At closing \_\_\_\_\_

\_\_\_\_\_ Installments over \_\_\_\_\_years with interest at \_\_\_\_\_%  
per annum and payments in the amount of \$\_\_\_\_\_.

Installments over \_\_\_\_\_years with a balloon payment of \$\_\_\_\_\_  
on\_\_\_\_/\_\_\_\_/\_\_\_\_ , with interest at \_\_\_\_\_% per annum and  
payments of \$\_\_\_\_\_.

**Condition of Title**

20. Outstanding mortgage held by: \_\_\_\_\_

21. Address of mortgage: \_\_\_\_\_

22. Payoff as of date of closing: \$\_\_\_\_\_. Per diem \$ \_\_\_\_\_

23. Covenants, conditions and restrictions of record: \_\_\_\_\_

24. Property taxes paid for tax year: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

25. Proration of taxes based on \$ \_\_\_\_\_ per day for tax year \_\_\_\_\_

26. Any other assessments due: \_\_\_\_\_

\_\_\_\_\_

27. Is the property subject to any easements: Yes \_\_\_\_ No\_\_\_\_

If yes, describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

28. Are there any building or zoning ordinances violated by the property:

Yes\_\_\_\_No\_\_\_\_\_.

If yes, describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Survey**

29. Is Seller to furnish: Yes\_\_\_\_ No\_\_\_\_\_

30. Earliest date of survey acceptable: \_\_\_\_\_

31. Are there any encroachments over property lines: Yes\_\_\_\_ No\_\_\_\_\_.

If yes, describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Title Insurance**

- 32. Commitment to be received by: \_\_\_\_\_
- 33. Owners Policy amount: \$ \_\_\_\_\_
- 34. Mortgagee Policy amount: \$ \_\_\_\_\_
- 35. Title insurance company to issue policy: \_\_\_\_\_
- 36. Prior title insurance policy issued by: \_\_\_\_\_

**Contract**

- 37. Type of deed to Buyer(s): \_\_\_\_\_
- 38. Form of ownership: \_\_\_\_\_
- 39. Exceptions allowed: \_\_\_\_\_
- 40. Who pays revenue tax: Seller\_\_\_\_\_ Buyer\_\_\_\_\_
- 41. Date of closing: \_\_\_\_\_Time: \_\_\_\_\_
- 42. Location of closing: \_\_\_\_\_  
\_\_\_\_\_
- 43. Date Buyer to receive possession: \_\_\_\_\_
- 44. Is there going to be an escrow account: Yes\_\_\_\_\_ No\_\_\_\_\_
- If yes, name of escrow agent: \_\_\_\_\_
- Escrow fees: \_\_\_\_\_ Who pays fees: \_\_\_\_\_
- 45. Is property currently rented to a tenant: Yes\_\_\_\_\_ No \_\_\_\_\_
- If yes, is rental to be prorated: Yes\_\_\_\_\_No\_\_\_\_\_.
- If yes, to what date: \_\_\_\_\_
- Is Seller to give any termination notices to the tenants:  
    Yes \_\_\_\_\_No\_\_\_\_\_.
- Are there any tenant deposits to be turned over to Buyer:  
    Yes \_\_\_\_\_No\_\_\_\_\_.
- 46. Will Seller remain in possession of the property as a tenant after the closing:  
    Yes \_\_\_\_\_No\_\_\_\_\_.

If yes, rental terms: \_\_\_\_\_  
\_\_\_\_\_

47. Are there any warranties being made by Seller: Yes \_\_\_\_\_No\_\_\_\_\_.

If yes, state nature of warranties: \_\_\_\_\_  
\_\_\_\_\_

48 Are there any current warranties on personal property on the property or on the property itself: Yes \_\_\_\_\_No\_\_\_\_\_.

If yes, describe: \_\_\_\_\_  
\_\_\_\_\_

49. Is contract to be contingent on Buyer obtaining financing: Yes \_\_\_\_\_No \_\_\_\_\_

If yes state: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Terms: \_\_\_\_\_

Interest: \_\_\_\_\_

Points: \_\_\_\_\_

50. Will Seller maintain insurance on property to date of closing: Yes\_\_\_\_\_ No\_\_\_\_\_.

51. State effect of property casualty on the obligation to complete transaction: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

52. Do any of the following apply to this transaction:

Responsible Property Transfer Act Yes\_\_\_\_\_ No\_\_\_\_\_

Agricultural Foreign Investment Disclosure Act Yes\_\_\_\_\_ No\_\_\_\_\_

53. For a corporate transfer, have certified resolutions from the corporation authorizing the corporation to act been obtained: Yes \_\_\_\_\_No \_\_\_\_\_.

If no, date they will be executed: \_\_\_\_\_

54. Is the property subject to any of the following:

Commercial Real Estate Broker Lien Act	Yes	No
Illinois Department of Revenue Sales Tax Lien	Yes	No
Illinois Department of Employment Security Unemployment Tax Lien	Yes	No
Internal Revenue Service Lien	Yes	No
Illinois Department of Revenue Income Tax Lien	Yes	No
Plat Act	Yes	No
Mechanics Liens	Yes	No

55. May either party assign their rights under the contract: Yes \_\_\_\_No\_\_\_\_.

56. Are there any special notice to parties restrictions: Yes \_\_\_\_No\_\_\_\_.

If yes, specify: \_\_\_\_\_  
\_\_\_\_\_

57. Does the property have proper ingress and egress: Yes \_\_\_\_No\_\_\_\_.

58. Are any easements required to be obtained: Yes \_\_\_\_No\_\_\_\_.

If yes, state the nature of the easements: \_\_\_\_\_  
\_\_\_\_\_

**Miscellaneous**

59, Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CLIENT VERIFICATION:**

The undersigned client in the above referred to matter, states that he/she has helped prepare the above entitled form and has reviewed the completed form and certifies that the information provided is true and correct.

Client \_\_\_\_\_ Date \_\_\_\_\_

**\*COMPLETING THIS FORM DOES NOT CREATE AN ATTORNEY/CLIENT RELATIONSHIP. THIS FORM IS FOR INFORMATIONAL PURPOSES ONLY. \***