



Sample Buyer Information Sheet

Keep track of important information about your clients or prospects using this sheet below. A client may be more comfortable writing information than telling you directly. Use this sheet or create your own.

Date: _____ Agent: _____

How did you happen to find us?

- | | | | | | |
|-------------|----------|-------------|---------------|----------------|----------------|
| 1. Sentry | 2. Signs | 3. Register | 4. Classified | 5. Internet | 6. Home Source |
| 7. Referral | 8. Other | 9. LA Times | 10. Farming | 11. Open House | |

Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

Tell me a little bit about what you're looking for:

Price: _____

Square feet: _____

Areas: _____

Lot Size: _____

Bedrooms/baths: _____

Pool/Spa: _____

Stories: _____

View: _____

Garages: _____

Other: _____

When do you want to be in your new home? _____

Why are you making the move? _____

Are you currently working with an agent? _____

If yes, how is that working for you? _____

When would you be available to look at homes? _____

Do you need to sell your existing home in order to make this move? _____

Where is your house? _____

Price anticipated? _____

Is it listed? _____

Property features: _____

Would you like to receive information regarding the value of your current home?

Property profile ordered: _____

Referral needed? _____

Are you currently working with a lender? _____

Prequalified? _____

PreApproved? _____

Sales Price? _____

Downpayment? _____

Money Back? _____

Lender Name/ Company: _____

Telephone number/ email: _____

MLS Gateway Set Up: _____ Entered Top Producer: _____

Follow up program: _____ System: _____

Notes: _____