

# BUYER Prospect Information Gathering Form

Date \_\_\_\_\_

Source of prospect \_\_\_\_\_

Name \_\_\_\_\_

Spouse/significant other \_\_\_\_\_

Current address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phones \_\_\_\_\_

Email \_\_\_\_\_

How do you prefer that I communicate with you? \_\_\_\_\_

Are there specific homes or neighborhoods you are especially interested in? \_\_\_\_\_

Do you have a home to sell *before* you buy?  Yes  No

Address of property to sell, if not current residence \_\_\_\_\_

Single family  Condo/co-op  Townhouse

If have home to sell, is it listed currently?  Yes, list price \$ \_\_\_\_\_

Under contract, closing date \_\_\_\_\_  Not yet listed

Tell me about the home you're looking for...

Single Family  Condo/Co-op  Other \_\_\_\_\_

New construction     Resale property    Note \_\_\_\_\_

Bedrooms \_\_\_\_\_ Baths \_\_\_\_\_

Other features that are important to you \_\_\_\_\_

---

---

Home size (sq.footage) \_\_\_\_\_

Size of grounds \_\_\_\_\_

Parking requirement \_\_\_\_\_

One story     Two- story    Style preference \_\_\_\_\_

Pool     Staff quarters     Guest house     Other \_\_\_\_\_

School needs \_\_\_\_\_

---

Commute time \_\_\_\_\_ Office location \_\_\_\_\_

Purchase price range? \_\_\_\_\_

How do you prefer to pay for the home you wish to purchase? \_\_\_\_\_

---

*Be sure to qualify your prospects!*

**Notes:**

# SELLER Prospect Information Gathering Form

Date \_\_\_\_\_

Source of prospect \_\_\_\_\_

Name \_\_\_\_\_

Spouse/significant other \_\_\_\_\_

Current address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

How do you prefer that I communicate with you? \_\_\_\_\_

\_\_\_\_\_

Address of property to be listed (if not same as current residence) \_\_\_\_\_

\_\_\_\_\_

Single family       Condo/co-op       Townhouse

When was the home last on the market? \_\_\_\_\_

Tell me a bit about your home \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is there something you've especially enjoyed about the home? \_\_\_\_\_

\_\_\_\_\_

Do you know when your home was built? \_\_\_\_\_

Which builder built your home? \_\_\_\_\_

Was your home designed by an architect, if so do you know which one? \_\_\_\_\_

If you had to choose between shortest sales time or highest price, which would be more important to you? \_\_\_\_\_

*Be sure to include this question in your conversation on your first visit to the property:*

As I begin to do some research on relevant property sales, is there a particular property sale you'd like me to pay special attention to? \_\_\_\_\_

\_\_\_\_\_

**Notes:**