

**Memo of Offer to Purchase/Sell**

*This document is to facilitate the creation of the contract of sale and **IS NOT** to be construed as legally binding.*

Property Location: \_\_\_\_\_

Property Tax Grid Number (26 digits): \_\_\_\_\_ MLS# \_\_\_\_\_

Property Disclosure Form to be completed and delivered? (Y or N or N/A) **Proposed Closing Date:** \_\_\_\_\_

**Sellers Info**

**Buyers Info**

Name \_\_\_\_\_  
Name2 \_\_\_\_\_  
Address \_\_\_\_\_  
City, St. Zip \_\_\_\_\_  
  
Att'y Name \_\_\_\_\_  
Att'y Address \_\_\_\_\_  
City, St, Zip \_\_\_\_\_  
Att'y Phone \_\_\_\_\_  
Att'y Fax \_\_\_\_\_  
Email \_\_\_\_\_

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**Financial Data:**

Total Sales Price: \_\_\_\_\_  
Deposit \_\_\_\_\_  
Payment at Signing of Contract (minus deposit) \_\_\_\_\_  
Mortgage Amount \_\_\_\_\_  
Balance Due at Closing \_\_\_\_\_

Initial deposit held in escrow by: \_\_\_\_\_

Mortgage Type:  Conventional     FHA     SONYMA     VA     Other     None

**Real Estate Professionals Info**

**Seller's**

**Buyer's**

Bkr Co. Name \_\_\_\_\_  
Agent's Name \_\_\_\_\_  
Email \_\_\_\_\_  
MLS ID # \_\_\_\_\_  
Broker's Add \_\_\_\_\_  
City, St. Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_

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Non Real Estate Items Specifically **INCLUDED**: \_\_\_\_\_

Non Real Estate Items Specifically **NOT INCLUDED**: \_\_\_\_\_

**Contingencies:**  Engineering     Sale of Other Real Property     Mortgage     Other (Specify) \_\_\_\_\_

**Any costs undertaken by the buyer as a matter of due diligence are the sole responsibility of the buyer.**

**Acknowledgment of Receipt:**

**Seller's Signature** \_\_\_\_\_  
Date \_\_\_\_\_

**Buyer's Signature** \_\_\_\_\_  
Date \_\_\_\_\_

**Seller's Signature** \_\_\_\_\_  
Date \_\_\_\_\_

**Buyer's Signature** \_\_\_\_\_  
Date \_\_\_\_\_