



**REAL ESTATE INFORMATION**

**SELLER(S):**

Name: \_\_\_\_\_

Marital Status:  Single  Married

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name: \_\_\_\_\_

Marital Status:  Single  Married

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

***\*In the state of MN a spouse who is not in title to a property is still required to sign off on a sale.***

**BUYER(S):**

Name: \_\_\_\_\_

Marital Status:  Single  Married

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name: \_\_\_\_\_

Marital Status:  Single  Married

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**\*Taking title as:**  Joint Tenants  Tenants in Common

**Property Information**

**PROPERTY ID OR LEGAL DESCRIPTION:**

\_\_\_\_\_  
*Attach a copy of your deed, etc.*

County: \_\_\_\_\_

**PROPERTY ADDRESS:**

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

How many acres: \_\_\_\_\_

**Is there a current mortgage?**  Yes  No

**Do you have/know of an abstract?**  Yes  No

**Is there a well?**  Yes  No

Is it in active use?  Yes  No

Are there old/capped wells?  Yes  No

**Is there a septic?**  Yes  No

Is a septic certification required?  Yes  No

**PLANNED USE OF PROPERTY:**

Land Only

Agricultural: \_\_\_\_\_

Tillable Acres: \_\_\_\_\_

Irrigated Acres: \_\_\_\_\_

Recreational (hunting, etc.)

Vacant Land

Land and Buildings

Residential Single Family

House

Manufactured Home

Residential Duplex/Triplex

Apartment Building

Cabin/Recreational

Commercial (Type of Business: \_\_\_\_\_)

Other: \_\_\_\_\_

**Type of home/structure(s) on property (check all):**  Stick Home  Manufactured Home\*

Modular Home  Cabin  Barn and/or Outbuildings  Commercial Building

***\*If a manufactured home is on the property, we will need a copy of the Certificate of Title or Certificate of Origin***

**What type of Deed:**

- Warranty Deed       Contract for Deed
- Trustee's Deed       Quit Claim Deed

**Title Work:**

- Title Opinion
- Title Insurance:  Owners  Lender
- Waiver of Title Work

**Documents/Forms Requested\*:**

- Purchase Agreement       Settlement Statement/HUD       Disclosures (select below)
- Deed (select type above)       Mortgage       Waiver of Disclosures

**Disclosures to be provided to buyer (check all that apply):**

- Property Disclosures  Well       Septic       Lead Paint
- Methamphetamine  Radon       Other: \_\_\_\_\_

**Purchase Price:** \$ \_\_\_\_\_ **Earnest Money:** \$ \_\_\_\_\_ **Down Payment:** \$ \_\_\_\_\_

**Is personal property included in the sale?:**  Yes  No

If Yes, what is the approximate value of the personal property?: \$ \_\_\_\_\_

List items included:

\_\_\_\_\_

\_\_\_\_\_

**State Deed Tax:** \$ \_\_\_\_\_

*\$3.30 per Thousand - i.e. purchase price \$26,500 = \$3.30 X 26.5 = 87.45*

**Mortgage Registration Tax:** \$ \_\_\_\_\_

*\$2.30 per Thousand – 23¢ per hundred – round up per hundred*

**TYPE OF ACQUISITION: (CHECK ALL THAT APPLY)**

- BUYER AND SELLER ARE RELATIVES OR RELATED BUSINESSES
- PROPERTY IS A GIFT OR INHERITANCE
- TRANSACTION INVOLVED THE TRADE OF PROPERTY
- BUYER IS A RELIGIOUS OR CHARITABLE ORGANIZATION
- BUYER IS A UNIT OF GOVERNMENT
- CONDEMNATION OR FORECLOSURE TRANSACTION
- PAYOFF OR RESALE OF CONTRACT
- NAME ADDED TO OR CO-OWNER'S NAME REMOVED FROM DEED (NOT A SALE)
- BUYER PURCHASED PARTIAL INTEREST ONLY
- PURCHASE AGREEMENT SIGNED OVER TWO YEARS AGO (YEAR SIGNED \_\_\_\_\_)

***\*I understand that if the financial portion of your property transaction is not handled by Ledin & Hofstad, that they will not file a Form 1099 with the IRS for the transaction. I understand that I may be responsible for claiming the transaction on my next tax return. I will consult a licensed CPA to determine any tax implications.***

**Seller:** \_\_\_\_\_ **Buyer:** \_\_\_\_\_

**Method of Financing:**

- Cash       New Mortgage       Assumed Mortgage       Contract for Deed

**TERMS (please fully complete all applicable sections):**

**Information for Purchase Agreement:**

\$ \_\_\_\_\_ / \_\_\_\_\_ % CASH      \$ \_\_\_\_\_ / \_\_\_\_\_ % Financing

- First Mortgage ONLY       First Mortgage with Subordinate Financing: \_\_\_\_\_

**What type of Mortgage:**  Conventional       Privately Held       Gov't Mortgage/FHA/VA

- Contract For Deed (complete info below)       Other: \_\_\_\_\_

**Is the property vacant land?** If so, do any of the following currently exist on the property:

- Connection to Public Water?       Connection to Public Sewer?  
 Connection to Private water system off property?       Connection to Electric Utility?

To Seller's knowledge, property  Is/  Is not in a designated flood plain area.

**Date of Closing shall be on or before** \_\_\_\_\_, **20** \_\_\_\_\_

Buyer  Elects /  Declines a Property Inspection

City Sewer  Yes  No – City Water  Yes  No

Home Warranty Protection Plan:  Yes  No

**Contract for Deed Information:**

Monthly/Quarterly/Yearly Payments (circle one) Beginning Date: \_\_\_\_\_

Payment Amount: \$ \_\_\_\_\_ Interest Rate: \_\_\_\_\_

Balloon Payment: \$ \_\_\_\_\_ Balloon Payment Date: \_\_\_\_\_

What type of Deed in Fulfillment will be provided: \_\_\_\_\_ Warranty Deed or \_\_\_\_\_ Quit Claim Deed

Insurance – full insurable value to be  Escrowed – OR –  Paid by Buyer and proof provided to Seller

Additional terms (i.e. not to sell without consent, special arrangement for costs, etc.): \_\_\_\_\_

If there is a mortgage, have you received written authorization from your lender?  Yes  No

If Deed in Fulfillment of Contract for Deed - Date of Contract for Deed: \_\_\_\_\_, 20 \_\_\_\_\_

**Real Estate Taxes:**

Real Estate Taxes are currently paid through \_\_\_\_\_ of 20 \_\_\_\_\_ tax year

- Prorated to closing date

Other: \_\_\_\_\_

If any prior year taxes remain unpaid, please list years and amounts:

Does the property receive any preferential tax treatment? (e.g. Green Acres)  Yes  No

Any known special assessments?  Yes  No

If yes, how much per year \$ \_\_\_\_\_ for how many years \_\_\_\_\_ for what?: \_\_\_\_\_

**Purchase Agreement Contingencies:**

Is Purchase Agreement subject to any Contingencies?  Yes  No

If yes, what are they (check all that apply):

- Financing       Inspection       Sale of Property       Well Inspection

Septic Compliance       Other: \_\_\_\_\_

**Purchase Agreement Addendums to be included (check all that apply):**

- As-Is Addendum
- Contingency Addendum
- Financing Addendum
- Contract for Deed Addendum
- Inspection Addendum
- Other: \_\_\_\_\_

**Contract for Deed Addendum:**

Is a credit approval being requested?:  Yes  No

How are taxes being handled/paid during the course of the Contract? Please explain: \_\_\_\_\_

Is the Sellers approval needed for the Buyer to transfer their interest in the Contract?:  Yes  No

Does the Seller reserve the right to refinance the property at their sole expense?:  Yes  No

Limit on property improvements?  Yes  No How much: \$ \_\_\_\_\_

Late Fees?  Yes  No Grace period: \_\_\_\_\_ days at \$ \_\_\_\_\_ OR \_\_\_\_\_ percent

**Financing Addendum:**

Amortized over not more than \_\_\_\_\_ Years at an interest rate of not more than \_\_\_\_\_ percent

Buyer to provided Underwriting Commitment on or before \_\_\_\_\_, 20\_\_\_\_

Seller agrees to pay up to \$ \_\_\_\_\_ for repairs required by lender with the following options:

- Making the necessary repairs;
- Negotiating cost of repairs with buyer; or
- Declaring Purchase Agreement cancelled.

**Government Requirements (check all that apply):**

- Septic Compliance Inspection (required for all properties)
- Well Certificate (has one been recorded – if so, when: \_\_\_\_\_)
- IRS (1099) Sheet Necessary?
- Certificate of Real Estate Value

**OTHER INFO/TERMS/SPECIAL CONTINGENCIES:** \_\_\_\_\_

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

**HOW WERE YOU REFERRED TO US?**

- I AM A PREVIOUS CLIENT
- OFFICE SIGN
- FIRM WEBSITE
- SEMINAR OR CLINIC
- BAR ASSOCIATION WEBSITE
- SOCIAL MEDIA
- PERSONAL REFERRAL FROM: \_\_\_\_\_
- OTHER: \_\_\_\_\_

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