Information and Steps Needed for Completing a Purchase Agreement:

1. **Buyer's desired payment method**
    a. Cash
        i. Closing cost with our local law firm: $400
    b. Owner financing on a Real Estate Contract (REC)
        i. Closing cost with our local law firm: $750 (can be paid in two installments)

2. **Legal name of owner(s)**

3. **Marital status of owner(s)**
    a. This information is collected because New Mexico is a community property state.

4. **If there will be multiple owners, which way the ownership structure will be set up.** Read about the difference between joint tenants with survivorship and tenants in common.
    a. joint tenants with rights of survivorship
    b. tenants in common

5. **Mailing address for tax billing**

6. **Where and how the buyer will sign the Purchase Agreement**
    a. In our office at 1453 Rio Rancho Blvd SE, Suite 4, Rio Rancho, NM 87124
    b. Electronically (buyer receives document via email and signs using DocuSign or scans/takes a photo of the printed and signed document and sends it back to our office.

7. **A picture of each owner(s) photo ID (texted or emailed to us)**

Let us know if you are ready to get started! We are with you each step of the way!