



## PURCHASER'S INFORMATION FORM

Please return this form to us at your earliest convenience:  
Action Title Services, 3733 Tamiami Trail North, Naples, FL 34103  
**Email: [customerservice@actiontitlenaples.com](mailto:customerservice@actiontitlenaples.com)**  
**Fax 239.262.8664**

Thank you for choosing Action Title Services as your title company. We look forward to working with you. Feel free to contact us at (239) 262-2200 should you have any questions or need assistance completing this form. All personal, non-public information will be kept confidential.

**Completing this form in its entirety is necessary to properly transfer ownership of the property to you and will help assure a smooth closing.**

Please print name(s) and address, as you want them to appear on the Warranty Deed:

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Buyer's Name(s)

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Street Address

(Typically this is the address for future mailing of documents, title policies, tax bills, etc. after closing;  
Often this is the address of the property you are purchasing)

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City, State! Zip Code

### Important Information:

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Phone

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Email

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Marital Status: Married, Single or Widow

Will all persons taking title be in Naples for closing Yes  No

If you will not be in Naples for closing, please provide an address for overnight delivery of your documents (this cannot be a Post Office box):

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State Zip Code

Will you be using a Power of Attorney for closing: Yes  No

IMPORTANT: We must review the Power of Attorney prior to closing to determine it meets Florida requirements. If it is to be used, we must have the ORIGINAL to record at the time of closing.

Have you applied to the Homeowner's Association; Condominium Association and/or Master Association: Yes  No

Will this property be your homestead: Yes  No

Will you be obtaining a mortgage: Yes  No

\_\_\_\_\_  
Name of Lender

\_\_\_\_\_  
Loan Officer or Contact

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

\_\_\_\_\_  
Email Address (if known)

A survey is typically required when taking a mortgage. We will attempt to contact the Seller to inquire if an existing up to date survey is available. If not, do you want a survey ordered for the property: Yes  No

(If you are purchasing a condominium you will not need a survey)

Additional Information:

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**PLEASE CHOOSE ONE OF THE FOLLOWING TYPES OF OWNERSHIP**

The options below are common examples of ownership and not to be considered legal advice.

- Husband and Wife**       **A Married couple – (Husband/Husband or Wife/Wife)**  
Creates an estate by the entireties wherein the title to the property reverts to the survivor in the event of death. Both parties must be part of the Contract. (In the State of Florida, a married couple in title as husband and wife creates a Tenancy by the Entirety, the same as Joint Tenancy with full rights of survivorship.)
  
- Joint Tenancy with Full Rights of Survivorship**  
Creates an estate where two or more persons hold real estate jointly for life, the survivor(s) to take the interest of the one who dies.
  
- Tenancy-in-Common**  
Creates an estate where two or more persons buy real estate together. Their shares are presumed to be equal unless stated otherwise on the deed. There are **no** rights of survivorship as in Joint Tenancy. If one of the Tenants-in-Common dies, his interest would not revert to the remaining tenants. Upon death of a title holder, probate will have to be done in the County and State in which the property is located to pass title to the heirs of that person.
  
- As Trustee**  
Please complete the attached Trustee Form.  
The Trust must be reflected as the Purchaser on the Sales Contract.
  
- A Single Person**  
Title holder must be unmarried. Please indicate a single Man, Woman or Person: \_\_\_\_\_
  
- A Married Person**  
A married person but purchasing as sole and separate property without spouse.
  
- This Property Will be Held in a Corporation or LLC**  
Please indicate the State of Incorporation \_\_\_\_\_

File No.: 21120773

**PLEASE BE ADVISED, THIS FORM IS TO BE COMPLETED ONLY IF  
TITLE WILL BE TAKEN IN A TRUST.**

In the State of Florida, a Trust cannot hold title to real estate, however Trustee(s)  
of a Trust can. For example: The name of the trust could be:

ABC Revocable Trust, dated \_\_/\_\_/\_\_

But the actual Trustees are William R. Smith and Jane A. Smith.

The deed would then be prepared to read: William R. Smith and Jane A. Smith,  
Trustees of the ABC Revocable Trust dated \_\_/\_\_/\_\_.

With that in mind, and if you want to take title in a trust, please provide the  
following information:

Complete Name of Trust (including "revocable" or irrevocable" if applicable):

\_\_\_\_\_

Date of Trust (if not on page one, the date it was signed): \_\_\_\_\_

Current Trustee(s):

\_\_\_\_\_

\_\_\_\_\_

By signing below, you certify the information provided is true and correct and understand that the  
deed will be prepared accordingly.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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OR email to: customerservice@actiontitlenaples.com OR  
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