



One Penn Plaza, 34th Floor, NY, NY 10019  
 Phone# (212) 239-1000

**PREPARATION FORM**

|                              |                  |                       |  |
|------------------------------|------------------|-----------------------|--|
| <b>Applicant:</b>            |                  | <b>Title No:</b>      |  |
| <b>Phone:</b>                | <b>Fax:</b>      | <b>Email:</b>         |  |
| <b>Closing Date:</b>         |                  | <b>Premises:</b>      |  |
| <b>Block:</b>                |                  | <b>Lot:</b>           |  |
| <b>Seller:</b>               |                  | <b>SSN/EIN:</b>       |  |
| <b>Seller:</b>               |                  | <b>SSN/EIN:</b>       |  |
| <b>Seller's Address:</b>     |                  |                       |  |
| <b>Purchaser:</b>            |                  | <b>SSN/EIN:</b>       |  |
| <b>Purchaser:</b>            |                  | <b>SSN/EIN:</b>       |  |
| <b>Purchaser's Address:</b>  |                  |                       |  |
| <b>Seller's Attorney:</b>    |                  | <b>Phone:</b>         |  |
| <b>Address:</b>              | <b>Zip Code:</b> | <b>Fax:</b>           |  |
| <b>Purchaser's Attorney:</b> |                  | <b>Phone:</b>         |  |
| <b>Address:</b>              | <b>Zip Code:</b> | <b>Fax:</b>           |  |
| <b>Purchase Price:</b>       |                  | <b>Contract Date:</b> |  |

**\*\*Please also state if buyer is paying for transfer tax\*\***

\*\*Return form to Dan McCormick at [DMcCormick@mitnational.com](mailto:DMcCormick@mitnational.com)