



# USA REAL ESTATE PURCHASE CONTRACT TEMPLATE

Professional, reusable agreement format for real estate agents, brokers, transaction coordinators, buyers, sellers and property teams.

Purchase Agreement

Due Diligence Checklist

Closing Timeline

CRM Field Map

Prepared for the United States real estate market. Customize for your state, brokerage policy, MLS rules and local law before use.

## How to Use This Template

This PDF is designed as a professional starting point for a real estate purchase transaction in the United States. It is useful for drafting, internal review, transaction coordination, CRM setup and document collection workflows.

Important: Real estate contract requirements vary by state and locality. This template is not a substitute for state-approved forms, MLS forms, brokerage counsel, escrow instructions or legal advice. Have a qualified real estate attorney or licensed professional review the final agreement before use.

Best Used By	Typical Use
Real estate agents and brokers	Standardize purchase-agreement intake, transaction tracking and handoff to closing teams.
Buyers and sellers	Understand the major terms, dates, documents, contingencies and closing obligations.
Transaction coordinators	Track deadlines, due diligence, title, escrow, financing and signature completion.
Real estate software/CRM teams	Convert contract fields into workflow stages, document tasks and automation triggers.

## Template Navigation

1. Parties and Property
2. Purchase Price and Deposit
3. Financing, Inspection and Contingencies
4. Title, Closing and Possession
5. Fees, Broker Commission and Taxes
6. Representations, Default and Risk
7. Signatures and Execution
8. Transaction Timeline and Due Diligence Checklists
9. Real Estate CRM Field Map

# 1 Parties and Property

This Real Estate Purchase Agreement is made as of the effective date below by and between the buyer and seller identified in this section.

A. Parties	
<b>Seller Full Legal Name</b> _____	<b>Buyer Full Legal Name</b> _____
<b>Seller Mailing Address</b> _____	<b>Buyer Mailing Address</b> _____
<b>Seller Phone</b> _____	<b>Buyer Phone</b> _____
<b>Seller Email</b> _____	<b>Buyer Email</b> _____

Property Information	Details
Street Address	_____
City / County / State / ZIP	_____
Property Type	<input type="checkbox"/> Single-family <input type="checkbox"/> Condo <input type="checkbox"/> Townhome <input type="checkbox"/> Multi-family <input type="checkbox"/> Land <input type="checkbox"/> Commercial <input type="checkbox"/> Other
Legal Description / Parcel ID / APN	_____
Included Fixtures and Personal Property	_____
Excluded Items	_____

Practical drafting note: Attach the full legal description, parcel identification and any included/excluded personal property list as an exhibit when available.

# 2 Purchase Price and Deposit

Term	Details
Purchase Price	\$ _____
Earnest Money Deposit	\$ _____

Term	Details
Deposit Due Date	_____
Deposit Holder	<input type="checkbox"/> Escrow/Title Company <input type="checkbox"/> Broker <input type="checkbox"/> Attorney <input type="checkbox"/> Other
Balance Due at Closing	\$ _____

### Payment Schedule

Payment Stage	Amount	Due Date	Method / Notes
Initial Deposit	\$ _____	_____	Wire / check / escrow receipt
Additional Deposit	\$ _____	_____	Optional
Loan Proceeds	\$ _____	At closing	If financed
Buyer Cash to Close	\$ _____	At closing	Per closing statement

## 3 Financing, Inspection and Contingencies

Select the contingencies that apply. Add state-specific wording, deadlines and forms where required.

Contingency	Applies	Deadline / Notes
Financing or mortgage approval	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Appraisal contingency	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Property inspection	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Title review	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
HOA/condo document review	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Sale of buyer property	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

Inspection options: If material defects are discovered, the buyer may request repairs, a credit, a price reduction, cancellation, or another written resolution agreed by the parties.

### Inspection Scope

Inspection Area	Status	Notes
General home inspection	<input type="checkbox"/> Pending <input type="checkbox"/> Done	_____
Roof / attic / foundation	<input type="checkbox"/> Pending <input type="checkbox"/> Done	_____

Inspection Area	Status	Notes
Electrical / plumbing / HVAC	<input type="checkbox"/> Pending <input type="checkbox"/> Done	_____
Pest / termite / environmental	<input type="checkbox"/> Pending <input type="checkbox"/> Done	_____
Survey / boundary / easement review	<input type="checkbox"/> Pending <input type="checkbox"/> Done	_____

## 4 Title, Closing and Possession

Closing Item	Details
Closing Date	_____
Closing Agent / Title Company / Escrow Officer	_____
Closing Location or Electronic Closing Platform	_____
Possession Date and Time	_____ at _____
Property Condition at Possession	<input type="checkbox"/> Vacant <input type="checkbox"/> Tenant-occupied <input type="checkbox"/> As-is <input type="checkbox"/> Clean and broom-swept <input type="checkbox"/> Other

Seller agrees to deliver marketable or insurable title, subject only to permitted exceptions, and to cooperate with the closing agent in providing documents reasonably required to complete transfer.

Title / Closing Deliverable	Responsible Party	Status
Executed deed and transfer documents	Seller	<input type="checkbox"/> Pending <input type="checkbox"/> Done
Title commitment or preliminary title report	Title/Escrow	<input type="checkbox"/> Pending <input type="checkbox"/> Done
Payoff statements and lien releases	Seller/Lender	<input type="checkbox"/> Pending <input type="checkbox"/> Done
Closing disclosure / settlement statement	Closing Agent	<input type="checkbox"/> Pending <input type="checkbox"/> Done
Buyer funds and lender documents	Buyer/Lender	<input type="checkbox"/> Pending <input type="checkbox"/> Done

## 5 Fees, Broker Commission and Taxes

Cost / Charge	Buyer	Seller	Shared / Notes
Title insurance	<input type="checkbox"/>	<input type="checkbox"/>	_____

Cost / Charge	Buyer	Seller	Shared / Notes
Escrow / settlement fee	<input type="checkbox"/>	<input type="checkbox"/>	_____
Recording fees / transfer taxes	<input type="checkbox"/>	<input type="checkbox"/>	_____
HOA transfer / resale package fees	<input type="checkbox"/>	<input type="checkbox"/>	_____
Survey fee	<input type="checkbox"/>	<input type="checkbox"/>	_____
Loan fees / lender charges	<input type="checkbox"/>	<input type="checkbox"/>	_____
Prorated property taxes	<input type="checkbox"/>	<input type="checkbox"/>	_____
Utilities / municipal charges	<input type="checkbox"/>	<input type="checkbox"/>	_____

### Broker / Agent Information

Field	Details
Listing Brokerage / Agent / License No.	_____
Buyer Brokerage / Agent / License No.	_____
Commission Structure	_____
Commission Payable Upon	<input type="checkbox"/> Closing <input type="checkbox"/> Contract signing <input type="checkbox"/> Other: _____

## 6 Representations, Default and Risk

Seller represents that, to the best of seller's knowledge, seller has authority to sell the property and has disclosed known material facts as required by applicable law. Buyer represents that buyer has authority to purchase and will make timely deposits, loan applications, inspections and closing payments.

Risk Area	Contract Treatment / Notes
Buyer default	May include deposit forfeiture, cancellation, extension, damages or other remedies allowed by law and the written agreement.
Seller default	May include deposit return, cancellation, damages, specific performance where available, or other written remedies.
Risk of loss before closing	Seller generally bears risk until closing unless the agreement states otherwise. Add state-specific casualty language.
Dispute resolution	<input type="checkbox"/> Mediation <input type="checkbox"/> Arbitration <input type="checkbox"/> Court <input type="checkbox"/> Other: _____
Governing law	State: _____

Disclosure reminder: The United States has state-specific seller disclosure rules, lead-based paint rules for many pre-1978 residential properties, fair housing requirements, brokerage agency disclosures and local transfer procedures. Add the applicable required forms.

## 7 Additional Terms and Attachments

Add any custom transaction terms, occupancy agreements, repair agreements, seller credits, home warranty provisions, rent-back language, HOA provisions, survey obligations or other special conditions below.

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### Attachments / Exhibits

Attachment	Included
Legal description / deed reference	<input type="checkbox"/>
Seller property disclosure	<input type="checkbox"/>

Attachment	Included
Lead-based paint disclosure, if applicable	<input type="checkbox"/>
HOA / condo documents, if applicable	<input type="checkbox"/>
Inspection report or repair addendum	<input type="checkbox"/>
Financing or appraisal addendum	<input type="checkbox"/>
Agency / brokerage disclosure	<input type="checkbox"/>

## 8 Signatures and Execution

By signing below, the parties agree to the terms of this Agreement, subject to any attached addenda, disclosures, exhibits and state-specific forms.

Party	Signature	Date
Buyer 1	Signature: _____	Date: _____
Buyer 2	Signature: _____	Date: _____
Seller 1	Signature: _____	Date: _____
Seller 2	Signature: _____	Date: _____
Listing Agent / Broker	Signature: _____	Date: _____
Buyer Agent / Broker	Signature: _____	Date: _____

Electronic signatures may be accepted if permitted by applicable law, brokerage policy, lender requirements, title/escrow requirements and the parties' written consent.

## 9 Transaction Timeline Checklist

Stage	Responsible Party	Target Date	Status
Offer prepared and reviewed	Agent / Buyer	_____	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Done
Contract signed / effective date set	All parties	_____	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Done
Earnest money deposited	Buyer	_____	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Done
Escrow/title opened	Agent / Coordinator	_____	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Done
Loan application submitted	Buyer / Lender	_____	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Done
Inspections ordered and completed	Buyer	_____	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Done
Repair requests resolved	All parties	_____	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Done
Appraisal completed	Lender	_____	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Done
Title exceptions reviewed	Buyer / Attorney	_____	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Done
HOA/condo documents reviewed	Buyer	_____	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Done
Closing disclosure / settlement statement reviewed	Buyer / Seller	_____	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Done
Final walk-through completed	Buyer / Agent	_____	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Done
Closing completed and possession delivered	All parties	_____	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Done

## 10 Due Diligence Checklist

Category	Buyer / Team Checklist	OK
Property condition	Review inspection report, seller disclosure, repair history, roof/HVAC/plumbing/electrical condition.	<input type="checkbox"/>
Title and ownership	Review title commitment, legal description, liens, easements, covenants, restrictions and survey.	<input type="checkbox"/>
Financing	Confirm loan approval, appraisal, lender conditions, rate lock, closing disclosure and cash to close.	<input type="checkbox"/>
Insurance	Confirm homeowners/hazard/flood insurance and lender requirements.	<input type="checkbox"/>
HOA / condo	Review fees, reserves, restrictions, minutes, assessments, rental rules and transfer fees.	<input type="checkbox"/>
Taxes and utilities	Verify property taxes, special assessments, municipal charges and utility transfer requirements.	<input type="checkbox"/>
Compliance	Confirm required state, federal, brokerage, MLS and local disclosures are included.	<input type="checkbox"/>

## 11 Real Estate CRM Field Map

Use this map to convert the contract into a real estate CRM, transaction management system, deal room or document automation workflow.

CRM Field	Type	Automation / Workflow Use
Buyer Name / Seller Name	Text	Auto-populate contract, task owner and closing email templates.
Property Address / APN	Text	Create transaction record and document folder.
Purchase Price / Deposit Amount	Currency	Trigger payment reminders and escrow receipt checks.
Effective Date / Closing Date	Date	Generate milestone tasks and deadline alerts.
Financing Required	Yes/No	Trigger lender coordination and appraisal workflow.
Inspection Deadline	Date	Trigger inspection scheduling and repair negotiation tasks.
Title Company / Escrow Officer	Contact	Route documents and closing communications.

CRM Field	Type	Automation / Workflow Use
Document Completion Status	Checklist	Track missing disclosures, addenda and signed copies.
Risk Level	Dropdown	Escalate financing, title, inspection or deadline risks.
Commission Amount / Split	Currency / Percent	Support commission forecasting and closing reconciliation.

## Professional Use Notes

This premium PDF improves usability through a clearer contract structure, clean visual hierarchy, practical checklists, fill-in fields, and CRM-ready transaction mapping. It is especially useful as a downloadable resource, lead magnet, internal brokerage workflow document or client education asset.

### Suggested Website Positioning

Placement	Recommended CTA
Real estate contract template landing page	Download the free USA real estate purchase contract template.
Brokerage resources hub	Standardize your buyer and seller transaction workflow.
Real estate CRM product page	Turn contracts into automated closing tasks, alerts and document workflows.
Commission management page	Connect signed purchase agreements to commission forecasting and reconciliation.

### Final Legal Review Reminder

Before using this template in a live transaction, adapt it to the applicable U.S. state, county, city, brokerage policy, MLS rules, escrow/title requirements and any mandatory disclosures. For legal enforceability, use an attorney-reviewed version or the official state/local association forms where required.

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End of Template