

In-house Sale Information Fill in Completely

Short Sale? Yes ___ No ___ Contract# _____ (office generated) MLS# _____

Buyer Broker? Yes ___ No ___ Intra Company Agent? Yes ___ No ___ HMS OR 2-10 Warranty: Yes ___ No ___

Agency Disclosure Signed By: Seller _____ and Purchaser _____ Dual Agency Form Signed By: Seller _____ and Purchaser _____

Sale Source _____ Transaction Fee paid by: Client _____ Agent _____ Subdivision: _____

A) Prof. Contract B) Former Customer/Client C) Friend/Neighbor/Relative/Club Assoc.

D) Advertising E) Recommended by Someone

- | | | |
|-------------------|-----------------|------------------------|
| E) Floor | F) Referral | G) Prospecting |
| 1. Walk-in | 1. RELO | 1. Farming |
| 2 Newspaper | 2. Other Broker | 2. Open House |
| 3. Yard Sign | 3. MAC Agent | 3. FSBO |
| 4. Homes Magazine | 4. Management | 4. Random Mail/Phoning |
| | 5. Other _____ | 5. Business Reply |
| | | 6. Expired Listing |
| | | 7. Other _____ |

Property Address: _____

Acceptance Date: _____ Scheduled Closing Date: _____

Listing Broker Company: _____ Selling Brokerage Company: _____

Listing Agent: _____ Selling Agent: _____

Transaction Status: (UCC) =Contingent/No KO _____ (UKO) =Contingent/KO _____ (UCD)=Contract _____

Sale Price: _____ List Commission: _____ % Sale Commission: _____ % Approved by _____

Referral: Name _____ % Relo or Non-Relo Referral Sheet Attached: Yes ___ No ___

Referral Company Name _____ Address _____

Other Fees: _____ Amount _____

Escrow Check: Now _____ Due by _____ Interest Bearing? Yes ___ No ___ Form Attached? Yes ___ No ___

Escrow Held By: _____ Amount: _____ Check# _____

Seller Name: _____ Purchaser Name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Phone: _____ Phone: _____

E-Mail _____ E-Mail: _____

Our Seller's New Address: _____

(to send letter/survey & year end closing statement) _____ **S / Forms / Sale**