



UNDER CONTRACT COVER SHEET

Must be submitted with every sale

Transaction #: _____

AGENT INFORMATION

Agent Name: _____

Phone: _____

Date: ____/____/____

SELLERS INFORMATION

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Sellers Email Address: _____

BUYERS INFORMATION

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Buyers Email Address: _____

PROPERTY INFORMATION

MLS#: _____ Residential Non-Residential Lot/Land Multi-Unit

Property Address: _____

City, State, Zip: _____ Year Built: _____

SALE INFORMATION

Sale Price: _____ Listed Price: _____

Contract Date: _____ Proposed Closing Date: _____

Earnest Money Amount: _____ Date E.M. Submitted to Office: _____

Earnest Money Submitted to: _____ Relo Company/Phone: _____
(company name)

COMMISSION - LISTING OFFICE

_____ OTHER _____

Agent 1: _____ %: _____

Agent 2: _____ %: _____

Licensed Asst: _____ \$ / %: _____

Referral Agent: _____

c/o Company: _____

COMMISSION - SELLING OFFICE

_____ OTHER _____

Agent 1: _____ %: _____

Agent 2: _____ %: _____

Licensed Asst: _____ \$ / %: _____

Referral Agent: _____

c/o Company: _____

AFFILIATES INFORMATION

Lender: _____ Rep: _____ Phone: _____

Loan Type: _____ **Concessions \$** _____

Title Company: _____ Rep: _____ Phone: _____

Home Warranty Co.: _____ Rep: _____ Phone: _____

Home Inspection Co.: _____ Rep: _____ Phone: _____