



SALE SUMMARY

Property Address		MLS#	
Purchase Price	Earnest Money?	Contract Date	
Credit for Closing Costs	Escrow	Mutual Acceptance	
Earnest Money	Trust Account	Closing Date	
Buyer:		Phone:	
Address:			
City & Zip:		Email:	
Seller:		Phone:	
Address:			
City & Zip:		Email:	
Listing Broker:		Phone:	
Listing Firm:			
Office ID		Email:	
Selling Broker:		Phone:	
Selling Firm:			
Office ID		Email:	
Escrow:	Escrow #	Phone:	
Closer:			
Address:		Email:	
Property Occupied?	Keybox On?		
Lender:		Phone:	
Company		Email:	
Title Insurance:		Phone:	
Title Rep.		Email:	

CONTRACT TIMELINES

Inspection Contingency Deadline:	Property Type:
Title Review Deadline:	Financing Type:
Financing Deadline:	Source of Client:
Feasibility Contingency Deadline:	Wire Transfer Alert!
Date Form 17 Give:	

Send form with above information to Lender, Title, Escrow and other agent.
Then fill out the bottom and turn in with contract to the Office Manager.

COMMISSIONS

LOC: **SOC:** **Reason for Reduction**

REFERRAL INFORMATION

Broker: **Company:** **Amount:** **Side:**