

PROPERTY ADDRESS (Street, City, State, Zip)																							
List Date		List Price		Sale Date		Expected close date		Sales price **		**To calculate 'sales price' for a lease with1 side, divide commission amount by 3%. For leases with both sides, divided by 6%													
Seller's Name				Copy of ID: Y <input type="checkbox"/> N <input type="checkbox"/>		Buyer's Name				Copy of ID: Y <input type="checkbox"/> N <input type="checkbox"/>													
Address						Address:																	
Cell Phone				Home Phone		Cell Phone				Home Phone													
Email Address						Email Address																	
REFERRALS*						Yes		No		REFERRALS*		Yes		No									
If this property/seller related to a referral?						<input type="checkbox"/>		<input type="checkbox"/>		If this property/seller related to a referral?						<input type="checkbox"/>		<input type="checkbox"/>					
If referral fee is paid to another broker, please complete the following:												If referral fee is paid to another broker, please complete the following:											
Company						%		\$		Company						%		\$					
Address												Address											
Name				Phone		Name				Phone		Name				Phone		Name				Phone	
FINANCING Please check one:										Mortgage Company _____													
Cash <input type="checkbox"/> Land Contract <input type="checkbox"/> Mortgage <input type="checkbox"/>										Loan Officer _____ Phone _____													
TITLE List Side Title Company Name: _____										Phone: _____													
Buy Side Title Company Name: _____										Phone: _____													
LISTING AGENT(S)						SELLING AGENT(S)																	
# of REO/MB/CRC/JJ agents to be paid:_____				Pay#		%		# of REO/MB/CRC/JJ agents to be paid:_____				Pay#		%									
OTHER BROKER - LISTING						OTHER BROKER – SELLING																	
Company Name						Company Name																	
Agent Name						Agent Name																	
Address:						Address:																	
Phone						Phone																	
EMD Amount \$ _____						Who deposited? Listing broker <input type="checkbox"/> Selling broker <input type="checkbox"/>																	
Overage Check needed \$ _____				Payable to _____				Date requested: _____															
Commission amount \$ _____				Address _____																			
Client gift amount \$ _____				City, State & Zip _____																			
Amount needed \$ _____				Contact & Phone _____																			

* It is the agent's responsibility to report all referrals on this deal folder

MLS #									
SALE TYPE									
Our List & Sale <input type="checkbox"/>									
OB List – Our sale <input type="checkbox"/>									
For Sale by Owner <input type="checkbox"/>									
Our List – OB Sale <input type="checkbox"/>									
TRANSACTION TYPE									
Description Prefix									
Short Sale SS <input type="checkbox"/>									
Bank Owned BANK <input type="checkbox"/>									
HUD HUD <input type="checkbox"/>									
Lease LSE <input type="checkbox"/>									
Commercial COMM <input type="checkbox"/>									
Cash CASH <input type="checkbox"/>									
Note: Cash can be used in conjunction with SS, Bank or HUD									
Gross Commission % \$									
Our List % \$									
Our Sale % \$									
Other Broker % \$									
Commission Based on: Gross <input type="checkbox"/> Net <input type="checkbox"/>									
SOURCE OF SALE List Sale									
Friend/Neighbor/Relative <input type="checkbox"/> <input type="checkbox"/>									
Past Customer <input type="checkbox"/> <input type="checkbox"/>									
Referral <input type="checkbox"/> <input type="checkbox"/>									
Web <input type="checkbox"/> <input type="checkbox"/>									
Cold Call <input type="checkbox"/> <input type="checkbox"/>									
Other, describe, if needed <input type="checkbox"/> <input type="checkbox"/>									
CONTINUITY PROGRAM YES NO									
Default style is “ Life Styles” <input type="checkbox"/> <input type="checkbox"/>									
DISCLOSURES Our Side OB Side									
List Sale List Sale									
Agency Disclosure <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>									
RESPA Disclosure <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>									
Seller's Disclosure <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>									
Lead Paint Disclosure <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>									
Buy Agency Contract <input type="checkbox"/> <input type="checkbox"/>									

