

SALES / LEASE CONTRACT REPORT

NEW / CHANGE / AMEMDMMENT / IN SPECTION AMENDMENT (Circle One)

Property Info: Residential / Commercial / Business / Land Lots (Circle One)



Property Address _____ Unit # _____
 City _____ State _____ Zip _____

Settlement of: Estate / Foreclosure / Divorce / Bankruptcy / Other (Circle One)

CLIENT INFORMATION:

MLS # _____

Buyer/Tenant Name(s) _____

Mailing Address _____

Phone (Home) _____ (Work) _____ (Cell) _____

Seller/Landlord Name(s) _____

Mailing Address _____

Phone (Home) _____ (Work) _____ (Cell) _____

Selling Agent _____ Broker Code _____ Lic. # _____ Phone (o) _____ (c) _____ E-mail _____ Referral? Y / N	Listing Agent _____ Broker Code _____ Lic. # _____ Phone (o) _____ (c) _____ E-mail _____ Referral Agent: _____
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Listed Price: \$ _____

Sale Price: \$ _____

Earnest money held by RE/PRO: \$ _____

Check #: _____

Special Earnest Money Handling? Y / N (explain) _____

(= Copy of Check Must Be Attached. =)

Binding Agreement Date _____

Closing Date _____

CONTRACT INFO.

Legal Description Complete? Y / N

Financing Described Complete? Y / N

Sale of Buyer's Prop. Contingency? Y / N

FHA / VA / Owner Financing Exhibit Attached? Y / N

Lender _____

Phone/Fax _____

Seller Pays Closing cost up to \$ _____

Closing Attorney _____

Date/Time _____

Temp Occupancy Agreement Attached ? Y / N

Other Exhibits Attached _____

Hazard Insurance Info _____

Septic Clearance _____

Seller's Payoff info to atty? _____

CRITICAL DATES:

Loan Application Deadline: _____

Additional Loan Application: _____

Contract Terminate Letter Deadline _____

Contract Termination Deadline _____

(send Term & Release Agreement)

Other Related Note:

MISSING ITEMS = Office Manger's Use Only = Turned In Late _____ Accepted Date _____ Signatures _____ Seller's Disclosure _____ Termite Letter _____ Attorney's Instruction _____ Buyer Brokerage _____ Coy / Earnest Money _____ Other _____

Listing Agent Signature _____

Selling Agent Signature _____

Office Manager's Signature _____ Date _____

REVIEWED BY _____ Date _____