

☐ BUYER ☐ SELLER  
**TRANSACTION COVER SHEET**

PROPERTY ADDRESS \_\_\_\_\_  
LISTING PRICE \$ \_\_\_\_\_ SELLING PRICE \$ \_\_\_\_\_ MLS# \_\_\_\_\_  
OPEN DATE \_\_\_\_\_ EST. CLOSING DATE \_\_\_\_\_ SOURCE OF LEAD \_\_\_\_\_

**SELLER**

NAME 1 \_\_\_\_\_ NAME 2 \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
CELL PHONE \_\_\_\_\_ WORK \_\_\_\_\_ HOME \_\_\_\_\_ FAX \_\_\_\_\_  
LISTING BROKER \_\_\_\_\_ LISTING AGENT \_\_\_\_\_  
LISTING COMMISSION % \_\_\_\_\_ LISTING REFERRAL \_\_\_\_\_  
REFERRAL TO \_\_\_\_\_ OFFICE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

**BUYER**

NAME 1 \_\_\_\_\_ NAME 2 \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
CELL PHONE \_\_\_\_\_ WORK \_\_\_\_\_ HOME \_\_\_\_\_ FAX \_\_\_\_\_  
SELLING BROKER \_\_\_\_\_ SELLING AGENT \_\_\_\_\_  
SELLING COMMISSION % \_\_\_\_\_ SELLING REFERRAL \_\_\_\_\_  
REFERRAL TO \_\_\_\_\_ OFFICE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

**ESCROW INFORMATION**

Company \_\_\_\_\_ Escrow # \_\_\_\_\_ Escrow Officer \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Deposit \$ \_\_\_\_\_ ☐ Check ☐ Money Order ☐ Other: \_\_\_\_\_  
Date to Title \_\_\_\_\_ Date of Receipt \_\_\_\_\_ Increase Deposit \_\_\_\_\_ Terms \_\_\_\_\_

**EXISTING FINANCING**

Company \_\_\_\_\_ Loan # \_\_\_\_\_ Phone \_\_\_\_\_

**NEW FINANCING**

Company \_\_\_\_\_ Agent \_\_\_\_\_  
Loan Amount \_\_\_\_\_ Type of Loan \_\_\_\_\_ Phone \_\_\_\_\_

**HOME WARRANTY**

Company \_\_\_\_\_ Phone \_\_\_\_\_  
Confirmation # \_\_\_\_\_ Cost \_\_\_\_\_ Paid by \_\_\_\_\_ Options \_\_\_\_\_

**HOMEOWNERS INSURANCE**

Company \_\_\_\_\_ Agent \_\_\_\_\_ Phone \_\_\_\_\_  
Yearly Premium \_\_\_\_\_ Flood \_\_\_\_\_