 TransAct Email: [admin@transact2close.com](mailto:admin@transact2close.com)

**DUAL SIDE FILE SUBMISSION FORM**

Phone: 832-263-8850

Agent Name: **Click here to enter text.**

Property Address: **Click here to enter text.**

Effective Date on Contract: **Click here to enter text.**

Seller #1 Name: **Click here to enter text.**

Seller #1 Email Address: **Click here to enter text.**

Seller #1 Contact Number: **Click here to enter text.**

Seller #2 Name: **Click here to enter text.**

Seller #2 Email Address: **Click here to enter text.**

Seller #2 Contact Number: **Click here to enter text.**

Are Seller #1 and Seller #2 Married, Divorced, Separated? **Click here to enter text.**

Is property vacant?: **Click here to enter text.**

Lender Name: **Click here to enter text.**

Lender Company Name: **Click here to enter text.**

Lender Email Address: **Click here to enter text.**

Lender Contact Number: **Click here to enter text.**

Title Company Name: **Click here to enter text.**

Title Company Escrow Officer: **Click here to enter text.**

Title Company Contact Info: **Click here to enter text.**

Cooperating Agent Name: **Click here to enter text.**

Cooperating Agent Company: **Click here to enter text.**

Cooperating Agent Email: **Click here to enter text.**

Cooperating Agent Phone: **Click here to enter text.**

Commission Percentage to Listing Agent (ie: 3%): **Click here to enter text.**

Commission Percentage to Buyers Agent: **Click here to enter text.**

Is there a referral to paid out?: **Click here to enter text.**

Additional Information and Notes: **Click here to enter text.**

Please see our Privacy Statement in our contract agreement to see how we protect your information.

**Please return via email to** [**admin@transact2close.com**](mailto:admin@transact2close.com)

DISCLOSURE: By completing this form and delivering your contract, you are hereby hiring TransAct Management Solutions, LLC. to begin processing and working your transaction. You give permission to contact all parties on your behalf and allow our fee for services to be collected on CDA from Title company upon day of closing. All fees due on file no less than 2 days from closing date before a late fee will be applied. As always, we are looking forward to a wonderful transaction and experience for all.