

**"FILE TRANSMISSION COVER SHEET"**

Agent: \_\_\_\_\_ \*\* Listing Expiration Date: \_\_\_\_\_  
 \*\* Estimated Closing Date: \_\_\_\_\_

\_\_\_\_ New File  
 \_\_\_\_ Existing File  
 \_\_\_\_ Cancelled File

(Please select appropriate choice) Seller \_\_\_\_\_ Buyer \_\_\_\_\_

Property Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**\*\*TRANSACTION TYPE:**  
 \_\_\_\_ Regular  
 \_\_\_\_ New Construction  
 \_\_\_\_ Short Sale  
 \_\_\_\_ Bank Owned  
 \_\_\_\_ REO  
 \_\_\_\_ HUD

**"SELLER(S)"**

Seller(s) Name(s): \_\_\_\_\_  
 \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Primary #: \_\_\_\_\_  
 Alternate #: \_\_\_\_\_

**"BUYER(S)"**

Buyer(s) Name(s): \_\_\_\_\_  
 \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Primary #: \_\_\_\_\_  
 Alternate #: \_\_\_\_\_

**"LISTING" PAPERWORK REQUIRED**

Exclusive Right of Sale Listing Agreement \_\_\_\_\_  
 Capital Hill Comprehensive Disclosure \_\_\_\_\_  
 "Sellers" Property Disclosure OR \_\_\_\_\_  
 "Condominium" Property Disclosure \_\_\_\_\_  
 Lead Based Paint (if built before 1978) \_\_\_\_\_  
 Mold Addendum \_\_\_\_\_  
 Misc. Addendums \_\_\_\_\_  
 Residential Data Entry Form \_\_\_\_\_  
 Broker Synopsis Printout from MLS (Active) \_\_\_\_\_  
 Affiliated Business Disclosure \_\_\_\_\_  
 S/S Excl. Right of Sale Listing Agreement \_\_\_\_\_

**"SALES" PAPERWORK REQUIRED**

Sales Contract (FAR or FAR/BAR) \_\_\_\_\_  
 "Sellers" Property Disclosure OR \_\_\_\_\_  
 "Condominium" Property Disclosure \_\_\_\_\_  
 Capital Hill Comprehensive Disclosure \_\_\_\_\_  
 Home Inspection Form \_\_\_\_\_  
 Escrow Deposit Form AND copy of the check \_\_\_\_\_  
 Copy of deposit check \_\_\_\_\_  
 Mold Addendum \_\_\_\_\_  
 Misc. Addendums \_\_\_\_\_  
 Change to "Pending" in the MLS (if applies) \_\_\_\_\_  
 Broker Synopsis Printout, MLS (Pending) \_\_\_\_\_  
 Final Walk-Thru Inspection (recommended) \_\_\_\_\_  
 S/S Addendum to Purchase/Sale Contract \_\_\_\_\_

**"CLOSING" PAPERWORK REQUIRED**

Paid at Closing Form (PAC) \_\_\_\_\_  
 Agents Commission Disbursement Form \_\_\_\_\_  
 HUD (signed by all parties) \_\_\_\_\_  
 Copies of check(s) \_\_\_\_\_  
 MLS – Broker Synopsis Printout (sold) \_\_\_\_\_  
 Referral (include copy of referral agreement  
& company W-9 form) \_\_\_\_\_

**COMMISSION DISBURSEMENT**

Total Amount of Commission Check: \$ \_\_\_\_\_  
 Transaction Fee: **\$349.00**  
 Less Referral Fee: \$ \_\_\_\_\_  
 Make Referral Fee Payable To: \_\_\_\_\_  
 Total Amount Due Agent: \$ \_\_\_\_\_

Sale Price: \$ \_\_\_\_\_ Selling Agent: \_\_\_\_\_