

# Transaction Information

(This form must be turned in with all accepted offers)

DATE: \_\_\_\_\_

AGENT: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

PROPERTY TYPE: \_\_\_\_\_

1) **WHOM DO YOU REPRESENT?** Buyer \_\_\_\_\_ Seller \_\_\_\_\_ Both \_\_\_\_\_

If **BOTH**, did you use a **Confirmation of Dual Agency** form? \_\_\_\_\_

Buyer: \_\_\_\_\_ Seller: \_\_\_\_\_

2) **ARE YOU THE OWNER OF THIS PROPERTY?** \_\_\_\_\_

3) **WAS PROPERTY LISTED?** \_\_\_\_\_

Listed with which company? \_\_\_\_\_

Name of agent? \_\_\_\_\_

If not listed, state details: \_\_\_\_\_

Co-Opt Broker: \_\_\_\_\_ Company: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

4) **ESCROW COMPANY:** \_\_\_\_\_ **ESCROW OFFICER:** \_\_\_\_\_

Phone #: \_\_\_\_\_ fax #: \_\_\_\_\_

Escrow to close by: \_\_\_\_\_

Amount of deposit in escrow? \_\_\_\_\_ Was deposit check registered? \_\_\_\_\_

If not registered, why not? \_\_\_\_\_

5) **INSPECTION CO.:** \_\_\_\_\_

We must have a copy of the inspection report on every sale or a waiver signed by the buyer.

6) **TITLE CO.:** \_\_\_\_\_ **TITLE REP:** \_\_\_\_\_

7) **TERMITE CO.:** \_\_\_\_\_

8) **DISCLOSURE CO.:** \_\_\_\_\_

9) **LENDER.:** \_\_\_\_\_

10) **Copy MLS SET-UP:** \_\_\_\_\_

11) **WILL HOME WARRANTY POLICY BE ORDERED?** \_\_\_\_\_

Which Company? \_\_\_\_\_ **Rep:** \_\_\_\_\_

\_\_\_\_\_  
Agent Signature

\_\_\_\_\_  
Date