

**A. Subject Property Information**

<b>Address:</b>		<b>Cross Streets:</b>	
<b>APN:</b>	<b>MLS Area:</b>	<b>Property Type:</b>	<b>Year Built:</b>
<b>Bedrooms:</b>	<b>Bathrooms:</b>	<b>Square Footage:</b>	<input type="checkbox"/> Pool <input type="checkbox"/> Spa
<b>Other Features:</b>			

Seller Data - Listing	Buyer Data - Sale
If a referral fee is to be paid, attach form.	If a referral fee is to be paid, attach form.
<b>Agent:</b> _____ <b>Referral Fee:</b> <input type="checkbox"/> <b>Agent #:</b> _____ <b>Company:</b> _____ <b>Unit:</b> _____ <b>Address:</b> _____ <b>Office ID:</b> _____ <b>Office:</b> _____ <b>Fax:</b> _____ <b>Cell:</b> _____ <b>Email:</b> _____ <b>Check:</b> <input type="checkbox"/> PC <input type="checkbox"/> DD	<b>Agent:</b> _____ <b>Referral Fee:</b> <input type="checkbox"/> <b>Agent #:</b> _____ <b>Company:</b> _____ <b>Unit:</b> _____ <b>Address:</b> _____ <b>Office ID:</b> _____ <b>Office:</b> _____ <b>Fax:</b> _____ <b>Cell:</b> _____ <b>Email:</b> _____ <b>Check:</b> <input type="checkbox"/> PC <input type="checkbox"/> DD
<b>Agent:</b> _____ <b>Referral Fee:</b> <input type="checkbox"/> <b>Agent #:</b> _____ <b>Company:</b> _____ <b>Unit:</b> _____ <b>Address:</b> _____ <b>Office ID:</b> _____ <b>Office:</b> _____ <b>Fax:</b> _____ <b>Cell:</b> _____ <b>Email:</b> _____ <b>Check:</b> <input type="checkbox"/> PC <input type="checkbox"/> DD	<b>Agent:</b> _____ <b>Referral Fee:</b> <input type="checkbox"/> <b>Agent #:</b> _____ <b>Company:</b> _____ <b>Unit:</b> _____ <b>Address:</b> _____ <b>Office ID:</b> _____ <b>Office:</b> _____ <b>Fax:</b> _____ <b>Cell:</b> _____ <b>Email:</b> _____ <b>Check:</b> <input type="checkbox"/> PC <input type="checkbox"/> DD

<b>List Date:</b> _____	<b>Expires on:</b> _____	<b>Sale Date:</b> _____	<b>Estimated COE:</b> _____
<b>List Price:</b> _____	<b>Listing Type:</b> _____	<b>Sale Price:</b> _____	<b>Initial Deposit:</b> _____
<b>Sign Up?:</b> <input type="checkbox"/>	<b>Enter MLS:</b> <input type="checkbox"/>	<b>Contingency:</b> _____	<b>Increased Deposit:</b> _____
<b>Sign Type:</b> _____	<b>on Date:</b> _____		<b>Increased Deposit Due Date:</b> _____
<b>Seller Concession:</b> _____			<b>Concession Paid by Agent:</b> _____
<b>% Commission to Listing Office:</b> _____			<b>% Commission to Selling Office:</b> _____
<b>Transaction Coordinator (Seller):</b> _____	<b>Transaction Coordinator (Buyer):</b> _____		

**SELLER INFO:**

**Name:** \_\_\_\_\_

**Spouse Name:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

**Primary Phone:** \_\_\_\_\_ **Secondary Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**Forwarding Address:** \_\_\_\_\_

**Forwarding Phone:** \_\_\_\_\_

**Exclude from Mailing:**  **Client Follow-Up:**  **Inspirations:**

**BUYER INFO:**

**Name:** \_\_\_\_\_

**Spouse Name:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

**Primary Phone:** \_\_\_\_\_ **Secondary Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**Forwarding Address:** \_\_\_\_\_

**Forwarding Phone:** \_\_\_\_\_

**New Owner Occupied:**  **Exclude from Mailing:**  **Client Follow-Up:**  **Inspirations:**

**SELLER INFO:**

**Name:** \_\_\_\_\_

**Spouse Name:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

**Primary Phone:** \_\_\_\_\_ **Secondary Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**Forwarding Address:** \_\_\_\_\_

**Forwarding Phone:** \_\_\_\_\_

**Exclude from Mailing:**  **Client Follow-Up:**  **Inspirations:**

**BUYER INFO:**

**Name:** \_\_\_\_\_

**Spouse Name:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

**Primary Phone:** \_\_\_\_\_ **Secondary Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**Forwarding Address:** \_\_\_\_\_

**Forwarding Phone:** \_\_\_\_\_

**New Owner Occupied:**  **Exclude from Mailing:**  **Client Follow-Up:**  **Inspirations:**

**B. Escrow Data** (to be completed prior to commission payment)

<b>Title Company:</b> _____ <b>Escrow Officer:</b> _____ <b>Address:</b> _____ <b>Cell:</b> _____ <b>Other Phone:</b> _____ <b>Email:</b> _____ <b>FAX:</b> _____ <b>Escrow Number:</b> _____ <b>Estimated COE:</b> _____	<b>Lender:</b> _____ <b>Loan Officer:</b> _____ <b>Address:</b> _____ <b>Cell:</b> _____ <b>Other Phone:</b> _____ <b>Email:</b> _____ <b>FAX:</b> _____ <b>Loan Type:</b> _____
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**SALES ASSOCIATES - DO NOT MARK BELOW THIS LINE**

**LISTING APPROVAL:** Date: \_\_\_\_\_ Mgr: \_\_\_\_\_

**SALE APPROVAL:** Date: \_\_\_\_\_ Mgr: \_\_\_\_\_

California Property Data  
 Ordered: \_\_\_\_\_  
 Paid by: \_\_\_\_\_

**MLS NUMBERS:**

Contingency Date: \_\_\_\_\_

**FINAL APPROVAL:** Date: \_\_\_\_\_ Mgr: \_\_\_\_\_

Close of Escrow: \_\_\_\_\_

Dates: \_\_\_\_\_ London File #: \_\_\_\_\_

Dates: \_\_\_\_\_ Proc. Mgr: Date: \_\_\_\_\_ Init: \_\_\_\_\_ Relo: Date: \_\_\_\_\_ Init: \_\_\_\_\_

Notes: \_\_\_\_\_ MLS Sec: Date: \_\_\_\_\_ Init: \_\_\_\_\_ Acct: Date: \_\_\_\_\_ Init: \_\_\_\_\_