

Contract Worksheet

(*) Indicates Mandatory Fields

Property Information

*Agents Name:	*Office:	*List/Sale/Dual Side (L,S,D):
*Property Address:	*City:	*Zip:
MLS #:	*Contract Date:	*Closing Date:

Co-op Broker Information (if CBHB please indicate here)

*Company Name:	*Phone:
*Agent:	Agent MLS I.D.# :

Sellers Information**Sellers Attorney**

*Sellers Name:	*Sellers Attorney:
Sellers Address:	*Phone:
City:	Zip:
Sellers Phone:	email:
email:	

Buyers Information**Buyers Attorney:**

*Buyers Name:	*Buyers Attorney:
Buyers Address:	*Phone:
City:	Zip:
Buyers Phone:	email:
email:	

Lender Information:

*Lender:	Loan Officer:
email:	*Phone:
	Fax:

Home Warranty

*Home Warranty Processed/Provider	Yes	No
Plan Processed:	Amount of Check Processed: \$	

Referrals: In-House / Relo / REO / Broker to Broker (if applicable)

*Is there a referral due on this deal? YES ☐ NO ☐

*If "Yes", check one source below

Relocation

REO Property

Broker - Broker

Other

Type:

Is CBHB Paying Utilities on this Property? Yes ☐ No ☐

Lead Router

*Is this a Lead Router lead? Yes ☐ No ☐

If "Yes", is this a company generated lead? Yes ☐ No ☐

* This box below is for admin and accounting purposes

The list below is the order in which CBHB accounting needs to view this contract followed by all additional paperwork for this deal

- 1st) Contract Worksheet
- 2nd) Copy of Earnest Money deposit w/check (if applicable)
- 3rd) Contract (First page and Signature Page)
- 4th) Home Warranty if processed at contract



Honig - Bell

Contract Worksheet (For CBHB Accounting Purposes)	(*) Indicates Mandatory Fields
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Property Information			
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*Agents Name:	*Office:	*List/Sale/Dual Side (L,S,D):	
*Property Address:	*City:	*Zip:	
*MLS #:	*Contract Date:	*Closing Date:	

Co-op Broker Information			
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*Company Name:	*Agent:	*Phone:	
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Sellers Information	Buyers Information
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*Sellers Name:	*Buyers Name:
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Lender Information:			
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*Lender:	*Phone:
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Home Warranty			
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*Home Warranty Processed/Provider _____	Yes <input style="width: 40px;" type="text"/>	No <input style="width: 40px;" type="text"/>
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Referrals: In-House / Relo / REO / Broker to Broker (if applicable)			
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*Is there a referral due on this deal?	YES <input style="width: 40px;" type="text"/>	NO <input style="width: 40px;" type="text"/>
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If "Yes", indicate the referral information below.

In/House (CBHB - CBHB) Referral	TOTAL	=	LIST	+	SALE
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Agent Name:	Office:	\$ / %		\$ / %		\$ / %
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*If a Referral Is Paid on This Transaction, The Info Below Is Mandatory	TOTAL	=	LIST	+	SALE
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Referring Company Name:	0.0%	0.0%	0.0%
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Address:

City:	State:	Zip:	Phone #:
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Lead Router			
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*Is this a Lead Router lead?	Yes <input style="width: 40px;" type="text"/>	No <input style="width: 40px;" type="text"/>
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If "Yes", Is This a Company Generated Lead?	Yes <input style="width: 40px;" type="text"/>	No <input style="width: 40px;" type="text"/>
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* Commission Expected (Every field that applies is mandatory)	TOTAL	=	LIST	+	SALE
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Contract Price	\$0.00				
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Price commission is calculated at (if different then "Contract" price)	\$0.00				
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Gross Commission rate (%)	0.0%	0.0%	0.0%
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OR			
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Commission rate- Flat amount (\$)	\$0.00	\$0.00	\$0.00
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Earnest Money Received (if applicable)	\$0.00	\$0.00	\$0.00
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Bonus Being Paid	\$0.00	\$0.00	\$0.00
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Internet Marketing Commission (if applicable)	\$0.00	\$0.00	\$0.00
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Plus or Minus \$100 or \$150 (if applicable)	\$0.00	\$0.00	\$0.00
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Total Commission Check Expected at Closing	\$0.00	\$0.00	\$0.00
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Internet Marketing Commission (if applicable)	Yes <input style="width: 40px;" type="text"/>	No <input style="width: 40px;" type="text"/>	N/A <input style="width: 40px;" type="text"/>
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If "No", please explain why: _____

Agent Commission Allocation	Flat Dollar Amount		Percentage (Must equal 100%)	
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Agent 1	\$0.00		0.0%	0.0%
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Agent 2	\$0.00	OR	0.0%	0.0%
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TOTAL	\$0.00		0.0%	0.0%
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Additional Comments:				
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Comments:

Agent Signature: _____

Manager's Signature: _____