

PROPERTY ADDRESS:	MLS #:
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QUICK REFERENCE				
CONTRACT DATE:	ACCEPTANCE:	SALE PRICE:	SELLER'S ASSIST:	EMD DEPOSIT:

CONTINGENCY DATES				CLOSING INFORMATION
EXECUTION DATE:	DEPOSIT DUE:	LOAN APP DUE:	ORDER TITLE WORK BY:	DATE: _____
MTG COMMIT DUE:	BRTI DUE:	SELLER RESP DUE:	APPRaisal DATE:	TIME: _____
_____	_____	_____	_____	LOCATION: _____
_____	_____	_____	_____	SELLER ATTENDING: <input type="checkbox"/> YES <input type="checkbox"/> NO

AGENT INFORMATION		
AGENT:	ROLE:	OPP. AGENT:

BUYER INFORMATION		SELLER INFORMATION
NAME:	PHONE:	NAME:
ADDRESS:	ADDRESS:	PHONE:
EMAIL:	EMAIL:	EMAIL:

LEGAL INFORMATION		
ATTORNEY:	CONTACT:	EMAIL:

FINANCIAL DETAILS			
COMMISSION DETAILS		LENDER INFORMATION	
LIST SIDE %:	BUYER SIDE %:	COMPANY:	_____
TOTAL %:	\$ AMOUNT:	PHONE:	_____
SELLER PAID:	BUYER PAID:	EMAIL:	_____

SERVICE PROVIDERS	
INSPECTION INSPECTOR:	TITLE COMPANY:
CONTINGENCY:	PHONE:
INSPECTION:	EMAIL:

REFERRAL INFORMATION		UTILITIES
DUE TO:	%:	WATER: <input type="checkbox"/> PRIVATE <input type="checkbox"/> PUBLIC SEWER: <input type="checkbox"/> PRIVATE <input type="checkbox"/> PUBLIC