

DUAL AGENT

PROPERTY ADDRESS:
{{fldypnfnHhplWYcCW}}

MLS#:
{{fld6O2FglXQU5G27o}}

CLOSING DATE:

TIME:

CLIENT:
{{fldSqxNOZ9B5PgSab}}

AGENT:
{{fldFD4xHD0vxnSOHJ}}

PROPERTY ACCESS

☐ OCCUPIED

☐ VACANT

☐ WINTERIZED

ACCESS VIA: ☐ LOCKBOX ☐ APPOINTMENT ☐ OTHER

ACCESS CODE:{{fldrh8eB5V8TjSZIR}}

SELLER

NAME: {{fldSqxNOZ9B5PgSab}}

ADDRESS:{{fldz1lpeR1256LhuC}}

PHONE: {{fldBnh8W6iGW014yY}}

EMAIL: {{flddP6a8EG6qTJdlj}}

BUYER

NAME: {{fldHnptlRXVXOTdA5}}

ADDRESS:{{fldtfGggmJH44kMeB}}

PHONE: {{fldryOvt1GXiWRUGv}}

EMAIL: {{fldkAoLYoVQ1Pq6hO}}

ATTORNEY

NAME: {{fld4YZ0qKHvRLK4Xg}}

CONTACT:

AGENT INFORMATION

NAME: {{fldFD4xHD0vxnSOHJ}}

PHONE:

EMAIL:

TITLE AGENT INFORMATION

NAME: {{fldqeArDeRkxiYz9u}}

PHONE:

EMAIL:

CONTRACT PROCESSING

☐ File Started

☐ Update MLS

☐ Submitted Contract Folder

☐ Approved

☐ Commission Submitted

☐ Added to Pending Checklist

☐ Date on Calendar

☐ Tasks set up

☐ TITLE ORDERED

☐ ROFR

☐ TC INVOICE SENT

HOA INFORMATION

☐ YES ☐ NO

ASSOCIATION:{{fld9oG6SMAkh4hvNL}}

CERTIFICATE OF OCCUPANCY

☐ YES ☐ NO

MUNICIPALITY:{{fld9Qw4mGeI9kk42F}}

WARRANTY INFORMATION

☐ YES ☐ NO

Warranty Company:{{fldRtNEH89tNNX52B}}

Cost:{{fldxH1pCpohty1e2b}}

Paid By: ☐ Seller ☐ Buyer

REFERRAL INFORMATION

☐ YES ☐ NO

DUE TO:{{fldzVtmn8uyIVxuTF}} {{fldewmjaoJvwiMF46}}%

NOTES

{{fldDWN8jU4kdCffzu}}

{{fld30htJ7euVerCLW}}

{{fldgW16aPdFMdspO6}}

COMMISSION DETAILS

Listing Agent %: {{flduuQQT7o6XAGiRe}} Buyer's Agent %: {{fld5KRrToAAt5kOLD}}

Total Commission %: {{fldE8iNZeorBtx2uN}}

QUICK REFERENCE

Contract Date:

Acceptance Date:

Price:{{flddhHjBZJISmnP8SK}}

Seller's Assist:{{fldzVtmn8uyIVxuTF}}