

LISTING AGENT

PROPERTY ADDRESS:

123 Test Street, Philadelphia, PA 19123

MLS#:

MLS12345

CLOSING DATE:**TIME:****CLIENT:**

Seller Test Client

AGENT:

John Test Smith

PROPERTY ACCESS☒ OCCUPIED ☐ VACANT ☒ WINTERIZED**ACCESS VIA:** ☒ LOCKBOX ☐ APPOINTMENT ☐ OTHER**ACCESS CODE:** ABC123**CONTRACT PROCESSING**

- ☐ File Started ☒ Update MLS ☐ Submitted Contract Folder ☐ Approved
☐ Commission Submitted ☐ Added to Pending Checklist ☐ Date on Calendar
☐ Tasks set up

COMMISSION DETAILS

Listing Agent %: 3 Buyer's Agent %: 3

Total Commission %: 6

SELLER**NAME:** Seller Test Client**ADDRESS:** 300 Seller St, Philadelphia, PA 19123**PHONE:** 215-555-4321**EMAIL:** seller@example.com**ATTORNEY****NAME:** John Attorney**CONTACT:****AGENT INFORMATION****NAME:** John Test Smith**PHONE:****EMAIL:****TITLE AGENT INFORMATION****NAME:** Test Title Company**PHONE:****EMAIL:**☐ TITLE ORDERED ☒ ROFR ☐ TC INVOICE SENT**HOA INFORMATION**☒ Yes ☐ No**ASSOCIATION:** Test HOA**CERTIFICATE OF OCCUPANCY**☐ Yes ☐ No**MUNICIPALITY:** Philadelphia**WARRANTY INFORMATION**☐ Yes ☐ No**Warranty Company:** Test Warranty Company**Cost:** 550**Paid By:** ☒ Seller ☐ Buyer**REFERRAL INFORMATION**☒ Yes ☐ No**DUE TO:** 5,000 25%**NOTES**

Test special instructions
This is a test transaction
Urgent issue note

QUICK REFERENCE**Contract Date:****Acceptance Date:****Price:** 350,000**Seller's Assist:** 5,000