

DUAL 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

SELLER

NAME: Seller Test Client

ADDRESS:200 Seller St, Philadelphia, PA 19123

PHONE: 215-555-4321

EMAIL: seller@example.com

BUYER

NAME: Buyer Test Client

ADDRESS:900 Buyer Ave, Philadelphia, PA 19123

PHONE: 215-555-6789

EMAIL: buyer@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

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