**ORDER SUMMARY – SELLER ONLY**

|  |  |  |  |
| --- | --- | --- | --- |
| Order Number: | {{RECTRANSACTIONID}} | Settlement Date: | {{SETTDATE}} |
| Date Order Received: | {{ORDDATE}} | Contract Date: | {{SCONDATE}} |
| Received By: | {{RECVBY}ucase}} | Contract Expires: | {{SCONEXPR}} |
| Sales Price: | ${{SALEPRIC}} | Due Diligence Duration: |  |
| Earnest Money: | ${{DEPOSIT}} | Due Diligence Ends: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Property Address: | {{PROPSTRE}}, {{PROPCITY}}, {{STATELET}} {{PROPZIP}} | Brief Legal: | {{BLEGAL1}} {{BLEGAL2}} {{BLEGAL3}} |
| Property County: | {{COUNTY}} | Parcel: | {{PARCELID}} |

|  |  |  |  |
| --- | --- | --- | --- |
| Buyer: | {{BYRCOMMA}} | Seller: | {{SLRCOMMA}} |
| Address: | {{BYR1ADR1}}, {{BYR1ADR2}} | Address: | {{SLR1ADR1}}, {{SLR1ADR2}} |
| Phone: | {{BYR1CELL1}} | Phone: | {{SLR1CELL1}} |
| Email: | {{BYR1EMAIL}} | Email: | {{SLR1EMAIL}} |
| TIN: | {{BYR1SSN1}} | TIN: | {{SLR1SSN1}} |

|  |  |  |  |
| --- | --- | --- | --- |
| Buyer’s Attorney: | {{BYRATNAM}} | Seller’s Attorney: | {{SLRATNAM}} |
| Firm Name: | {{BYRATFIR}} | Firm Name: | {{SLRATFIR}} |
| Address: | {{BYRATAD1}}, {{BYRATAD2}} | Address: | {{SLRATAD1}}, {{SLRATAD2}} |
| Phone: | {{BYRATPH}} | Phone: | {{SLRATPH}} |
| Email: | {{BYRATEMAIL}} | Email: | {{SLRATEMAIL}} |
| Pre-Closer: |  | Additional Contact: |  |
| Closer: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Selling Agent Name: | {{AG702NAM}} | Listing Agent Name: | {{AG701NAM}} |
| Firm Name: | {{AG702FRM}} | Firm Name: | {{AG701FRM}} |
| Address: | {{AG702AD1}}, {{AG702AD2}} | Address: | {{AG701AD1}}, {{AG701AD2}} |
| Phone: | {{AG702PH}} | Phone: | {{AG701PH}} |
| Email: | {{AG702EMAIL}} | Email: | {{AG701EMAIL}} |

|  |  |  |  |
| --- | --- | --- | --- |
| **CHECKLIST TRACK ITEMS** | | | |
| Status | Description | Ordered/Received | Notes, etc. | |
|  | Title Search |  |  | |
|  | Order Payoff |  |  | |
|  | **NAME OF TITLE COMPANY** |  |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **CERTIFID CHARGES** | | | |
| Description | Collect Wire Instructions From: | Send Wire Instructions To: | Total Charge(s) |
| CertifID Fee ($10/wire) |  |  |  |
| CertifID Fee ($10/wire) |  |  |  |
| **DELIVERY CHARGES** | | | | |
| Description | Delivery To: | | Total Charge(s) | |
| Delivery Method ($40/delivery) |  | |  | |
| Delivery Method ($40/delivery) |  | |  | |

**Notes:** {{NOTES}}