

TRANSACTION INFORMATION

Transaction Type

Sale Lease

Property Type

Residential Land
 Commercial New Build

Seller/Landlord: _____

MLS # _____

Buyer/Tenant: _____

NO MLS #

Property Address: _____

Sale/Rental Price _____

Contract Date _____

Assessor # _____

COE Date _____

Commission Amount _____ (% or Dollar Amount)

Listing Broker _____

Selling Broker _____

The following items must be turned in to Broker:

- FULLY EXECUTED PURCHASE CONTRACT (Delivered to Broker within 5 days of execution – ADRE requirement)
- COMPLETED TRANSACTION WORKSHEET (MUST BE ATTACHED)*
- AGENCY DISCLOSURE/LIMITED REPRESENTATION
- HOA CONDOMINIUM PLANNED COMMUNITY ADDENDUM*

Other Forms & Disclosures if Required

- or Not Required: PRG GENERAL DISCLOSURES (Buyer Only)*
- or Not Required: EARNEST DEPOSIT RECEIPT
- or Not Required: SELLER'S PROPERTY DISCLOSURE STATEMENT*
- or Not Required: LOAN STATUS REPORT/PROOF OF FUNDS
- or Not Required: CLUE REPORT
- or Not Required: INSPECTION REPORT
- or Not Required: TERMITE REPORT
- or Not Required: CC&R/HOA RECEIPT
- or Not Required: BUYER INSPECTION NOTICE & SELLER RESPONSE
- or Not Required: LEAD-BASED PAINT DISCLOSURE
- or Not Required: SUPERFUND DISCLOSURE
- or Not Required: "FOR YOUR PROTECTION" HUD FORM 92564
- or Not Required: WALK-THROUGH FORM*
- MLS STATUS CHANGED BY AGENT or BROKER on _____

SALES LOG #

Commissions held until all required items are received by broker. Minimum requirements marked by "*" to avoid high E&O deductible. If documents are being sent after 5 days as required by law, letter is required from Agent to explain delay for transmittal to ADRE

Agent's Signature

Date

Broker Signature

Date

TRANSACTION WORKSHEET

_____ to _____

BUYER

Office:
Mobile:
Home:
Fax:
Email:

PROPERTY

ASSESSOR #:
CONTRACT DATE:
END INSP.:
COE:
ESCROW #:
MLS#:
SALE PRICE:
RENTAL PRICE:
TOTAL RENT:

BUYER'S REALTORS

Office:
Mobile:
Home:
Fax:
Email:

SELLER

Office:
Mobile:
Home:
Fax:
Email:

SELLER'S REALTOR

Office:
Mobile:
Home:
Fax:
Email:

LENDER

TITLE COMPANY