

# COLDWELL BANKER WEST REALTY – TRANSACTION REPORT

NOTE: ALL INFORMATION IS REQUIRED – IF NOT COMPLETE, DOCUMENTS WILL BE RETURNED

ACCEPTANCE DATE _____	MLS# _____	SETTLEMENT DEADLINE _____
LISTING COMPANY _____	AGENT _____	
SELLING COMPANY _____	AGENT _____	
SELLING AGENT MLS ID _____	(If Unknown Look Up On the MLS Roster)	
PROPERTY ADDRESS _____		
YEAR BUILT _____	(If Before 1978, Lead Based Paint Docs Are Required)	IS PROPERTY BEING SOLD “AS-IS” ( ) YES ( ) NO
BUYER _____		
SELLER _____		

REFERRAL: YES ( ) NO ( )	IF YES: SELLING ( ) BUYING ( )	COLDWELL BANKER REFERRAL: YES ( ) NO ( )
REFERRING BROKERAGE _____	REFERRING AGENT _____	
ADDRESS _____		

LENDER _____	PHONE # _____	FAX # _____
TITLE COMPANY _____	PHONE # _____	FAX # _____
HOME WARRANTY INCLUDED: YES ( ) NO ( )	IF YES: _____	
NEW CONSTRUCTION BUILDERS FIRST YEAR WARRANTY: YES ( ) NO ( )		

FINANCING USED	BUYER SOURCE	SELLER SOURCE	PROPERTY TYPE
( ) 03 – Assumption	( ) 04 – Past Customer	( ) 04 – Past Customer	( ) 01 – Resale Residential
( ) 07 – FHA	( ) 05 – Co-op Broker	( ) 05 – Co-op Broker	( ) 02 – Resale Condo
( ) 09 – Conventional	( ) 16 – Personal Referral	( ) 16 – Personal Referral	( ) 05 – Residential Lot
( ) 99 – Cash	( ) 26 – Floor Call	( ) 26 – Floor Call	( ) 13 – Commercial
Other _____	Other _____	Other _____	Other _____

### MLS STATUS

Presently Listed Yes ( ) No ( )  
Status of Listing  
Under Contract Yes ( ) No ( )  
Time Clause Yes ( ) No ( )

### OFFICE STATUS

Primary Offer Yes ( ) No ( )  
Time Clause Yes ( ) No ( )  
Back-Up Offer Yes ( ) No ( )  
Additional Information \_\_\_\_\_

EM Held by CBWR \$ \_\_\_\_\_  
Date Deposited \_\_\_\_\_

CBWR Transaction #
ATR #

LIST PRICE \$ \_\_\_\_\_  
SALES PRICE \$ \_\_\_\_\_  
SELLER PAID \$ \_\_\_\_\_  
CLOSING COSTS  
DO NOT WRITE IN BOXES – FOR ADMINISTRATIVE USE ONLY  
\_\_\_\_\_% LISTING OFFICE COMMISSION \$ \_\_\_\_\_  
\_\_\_\_\_% SELLING OFFICE COMMISSION \$ \_\_\_\_\_  
\_\_\_\_\_% REFERRAL FEE TO BE PAID \$ \_\_\_\_\_

### COMMISSION PAID:

( ) BEFORE CONCESSIONS  
( ) AFTER CONCESSIONS

### BASE BROKERAGE FEE:

( ) SELLER PAYS  
( ) BUYER PAYS  
( ) AGENT PAYS  
( ) ALREADY PAID THIS YR

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“JUST SOLD” CARDS  
\$50 CHARGED TO YOUR  
EXPENSE ACCOUNT  
( ) YES  
( ) NO