

STRINGHAM 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 _____	
PROPERTY ADDRESS _____		
STREET CITY ZIP		
YEAR BUILT _____ (If Before 1978, Lead Based Paint Docs Are Required)		
BUYER _____		
LAST FIRST STREET CITY STATE ZIP PHONE #		
SELLER _____		
LAST FIRST STREET CITY STATE ZIP PHONE #		
YOUR CLIENTS EMAIL ADDRESS: _____		

REFERRAL: YES () NO () IF YES: SELLING () LISTING ()
REFERRING BROKERAGE _____ REFERRING AGENT _____
ADDRESS _____
STREET CITY ST ZIP PHONE #

FINANCING USED	BUYER SOURCE	SELLER SOURCE	PROPERTY TYPE
() USDA	() Past Customer	() Past Customer	() Residential
() Assumption	() Co-op Broker	() Co-op Broker	() Farm
() FHA	() Personal Referral	() Personal Referral	() Land
() Conventional	() Floor Call	() Floor Call	() Commercial
() Cash			() Multi-unit
() VA			
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 ()
Back-Up Offer Yes () No ()
Additional Information _____

LIST PRICE \$ _____
SALES PRICE \$ _____
SELLER PAID \$ _____
CLOSING COSTS

LISTING COM. \$ _____ or _____ %
SELLING COM \$ _____ or _____ %
REFERRAL FEE \$ _____ or _____ %

COMMISSION PAID:

() GROSS
() NET

BASE BROKERAGE FEE:

() SELLER PAYS
() BUYER PAYS
() AGENT PAYS
() ALREADY PAID THIS YR
() BANK OWNED/SHORT SALE
(Only if Representing Seller)

DO NOT WRITE IN BOX – FOR ADMINISTRATIVE USE ONLY

EM Held by SWR \$ _____

Date Deposited _____

SWR Transaction # _____

TITLE COMPANY & LENDER CLOSING INSTRUCTIONS

Stringham West Company Number: 5460645-CN00

PROPERTY: _____

SELLER TITLE

COMPANY: _____

OFFICER: _____

Phone #

BUYER TITLE

COMPANY: _____

OFFICER: _____

Phone #

LENDER _____

LOAN OFFICER _____

Phone #

SELLER AGENT: _____

PHONE #: _____

BROKERAGE: _____

SELLER: _____

PHONE#: _____

BUYER AGENT: _____

PHONE #: _____

BROKERAGE: _____

BUYER: _____

PHONE #: _____

We have been advised that you will be handling the closing for the above referenced transaction.

PLEASE NOTE THE FOLLOWING INSTRUCTIONS REGARDING THE REAL ESTATE BROKERAGE FEES:

STRINGHAM WEST COMMISSION:

A Sales Commission of _____ % of the sales price of \$ _____ and a flat fee of \$295 **IS** or **IS NOT** being included; If it is included it is the responsibility of the **BUYER** or **SELLER** and should be made payable to **Stringham West Realty** upon recording.

PLEASE ISSUE THIS IN ONE CHECK.

HOA CONTACT:

NAME: _____

NUMBER: _____

HOA MONTHLY FEE \$ _____

HOA TRANSFER FEE \$ _____

OTHER BROKERAGE COMMISSION:

_____ % or \$ _____

HOME WARRANTY:

There **IS** **IS NOT** a Home Warranty being purchased for this property payable out of closing. If one is to be included the premium amount of \$ _____ should be collected. The check should be made payable to and sent to:

Home Warranty Company.

Phone #: _____

If there are any questions pertaining to the preceding instructions please notify me as soon as possible to prevent any complications with the closing of the transaction.

Thank You,

Richard Stringham
Principal Broker

