

**SALE PENDING & CLOSING REPORT** v 4-16-06

1<sup>st</sup> WebMLS Agent \_\_\_\_\_ Sale Pending Date \_\_\_\_\_

2<sup>nd</sup> WebMLS (Co-Op) Agent \_\_\_\_\_

**Property Address** \_\_\_\_\_ **MLS #** \_\_\_\_\_

**WebMLS Listing?** Yes/No \_\_\_\_\_ **WebMLS Referral?** Yes/No \_\_\_\_\_ (Write amount due below)

\_\_\_\_\_ **CO-OP Broker** Office # \_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_ **CO-OP Agent** Home # \_\_\_\_\_ Home Fax \_\_\_\_\_

Broker ID \_\_\_\_\_ **CO-OP Agent** Cell \_\_\_\_\_ VM \_\_\_\_\_

Agent ID \_\_\_\_\_ **CO-OP Agent** Email \_\_\_\_\_

\_\_\_\_\_ **Assistant** Cell \_\_\_\_\_ VM \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_ **Buyer Last Name** Home 1 \_\_\_\_\_ Home 2 \_\_\_\_\_

\_\_\_\_\_ **First Name** Office 1 \_\_\_\_\_ Office 2 \_\_\_\_\_

Cell 1 \_\_\_\_\_ Cell 2 \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_ **Sellers Last Name** Home 1 \_\_\_\_\_ Home 2 \_\_\_\_\_

\_\_\_\_\_ **First Name** Office 1 \_\_\_\_\_ Office 2 \_\_\_\_\_

Cell 1 \_\_\_\_\_ Cell 2 \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_ **Closing Date** \_\_\_\_\_ (Projected Closing Date - \_\_\_\_\_)

\$ \_\_\_\_\_ **Sale Price**

\$ \_\_\_\_\_ % **Total Commission**

\$-- \_\_\_\_\_ % - **Minus Co-op Broker Commission ( Not A WebMLS Agent in-house Sale )**

**\$ \_\_\_\_\_ % = Balance due WebMLS ( after co-op broker commission subtracted )**

\$-- \_\_\_\_\_ \$ - **\$400** **WebMLS Broker Fee** ( 1<sup>st</sup> WebMLS agent or if agent is both list & sale )

\$-- \_\_\_\_\_ \$ - **\$400** **WebMLS Broker Fee** from ( 2<sup>nd</sup> "Co-Op" WebMLS agent )

\$-- \_\_\_\_\_ % - **Minus Referral fee to WebMLS** \*\*\*\*\*

\$-- \_\_\_\_\_ % - **Minus Referral fee to a WebMLS Agent:** name= \_\_\_\_\_

\$-- \_\_\_\_\_ % - **Minus Referral fee to:** \_\_\_\_\_

\$-- \_\_\_\_\_ % - **Minus Referral Fee To:** Add 2<sup>nd</sup> page of Broker name & address \_\_\_\_\_

**\$ \_\_\_\_\_ % Balance Due 1<sup>st</sup> WebMLS Agent: name=** \_\_\_\_\_

**\$ \_\_\_\_\_ % Balance Due 2<sup>nd</sup> WebMLS Agent: name=** \_\_\_\_\_

\*\*\*\*\* \$ \_\_\_\_\_ **Earnest Money Deposit/Held By** \_\_\_\_\_ \*\*

**\*\*Mortgage Co.** \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Officer** \_\_\_\_\_ VM \_\_\_\_\_ Cell \_\_\_\_\_

**Processor** \_\_\_\_\_ VM \_\_\_\_\_ Cell \_\_\_\_\_

**\*\*Title Co.** \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Appraisal set for: Day \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ @ \_\_\_\_\_ By \_\_\_\_\_

Whole House Set for: Day \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ @ \_\_\_\_\_ By \_\_\_\_\_

Radon Set for: Day \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ @ \_\_\_\_\_ Pickup: \_\_\_\_/\_\_\_\_/\_\_\_\_ @ \_\_\_\_\_ By \_\_\_\_\_

Termite Set for: Day \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ @ \_\_\_\_\_ By \_\_\_\_\_ **Click Here To Print**