

SALE PENDING & CLOSING REPORT v 4-16-06

1st WebMLS Agent _____ Sale Pending Date _____

2nd 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** (1st WebMLS agent or if agent is both list & sale)

\$-- _____ \$ - **\$400** **WebMLS Broker Fee** from (2nd "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 2nd page of Broker name & address _____

\$ _____ % Balance Due 1st WebMLS Agent: name= _____

\$ _____ % Balance Due 2nd 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**