

SALE PENDING & CLOSING REPORT v 1-1-18

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 # \_\_\_\_\_

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

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

Assistant Cell \_\_\_\_\_ Email \_\_\_\_\_

Buyer Name 1 Home #'s \_\_\_\_\_

Buyer Name 2 Office #'s \_\_\_\_\_

Buyer Name 3 Cell #'s \_\_\_\_\_

Buyer Name 4 Email's \_\_\_\_\_

Seller Name 1 Home #'s \_\_\_\_\_

Seller Name 2 Office #'s \_\_\_\_\_

Seller Name 3 Cell #'s \_\_\_\_\_

Seller Name 4 Email #'s \_\_\_\_\_

<<< Actual Closing Date Projected Contract 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 )

\$-- \_\_\_\_\_ \$ - WebMLS Broker Fee ( 1st WebMLS agent or if agent is both list & sale)

\$-- \_\_\_\_\_ \$ - 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 \_\_\_\_\_

Officer \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

Processor \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

\*\*Title Co. \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Appraisal set for: Date \_\_\_\_\_

Whole House Set for: Date \_\_\_\_\_

Radon Set for: Date \_\_\_\_\_

Termite Set for: Date \_\_\_\_\_