

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 _____