
NEW SALE TAKE SHEET

COE DATE:

Property & COE Information					
Property Address:					
APN#:	MLS#:		Escrow#:		
List Price:	Sales Price:		Commission Rate Listing Agent: %	Selling Agent: %	
Contract Date:		Acceptance Date:		Contingency Removal Date:	
Escrow Company:		Escrow Officer:		Contact #:	Email:
Year Built:	Condo:	Single Family Attached:	Single Family Detached:	Vacant Lot:	Other:
Furnished: YES or NO or		Available Outside Escrow		Notes:	
Listing Side Information					
Listing Agent	Contact:		Subdivision:		
Office	Contact:		Floor Plan:		
Seller's Names					
Mailing Address					
Seller's Phone #		Seller's Email			
Selling Side Information					
Selling Agent	Contact:		Subdivision:		
Office	Contact:		Floor Plan:		
Buyer's Names					
Mailing Address					
Buyer's Phone #		Buyer's Email			
HOA, Lender, Title, Financing, Information					
HOA	Contact				
Lender	Contact				
Title Company	Title Rep				
Financing Type					
Membership Information			REFERRED BY :		
Seller Source			Buyer Source		

If it is a Referral.....it is a REFERRAL FROM WHO? _____ OTHER: _____

****COMMISSION CHECKS WILL NOT BE RELEASED UNTIL THE OFFICE FILE IS DEEMED COMPLETE BY BROKER STANDARDS****

REMINDERS:

1. Inform staff of any changes to COE, CONCESSIONS ETC. AS SOON AS YOU KNOW ABOUT THEM!
2. Submit your pics to Marketing for Just Sold Postcards.

COMMISSION MEMORANDUM

Agent Submitting		Commission %	
Address		SA:	BA:
Sellers Agent		Buyers Agent	
Referral ONE (CAR FORM RFA-11) Must be attached.			
Which Side?		\$ or %	
Referring Agent		Referring Brokerage	
<i>The following information is required for an agent if licensed out of California.</i>			
Mailing Address:			
Telephone:		Check Delivery:	
Referral TWO (CAR FORM RFA-11) Must be attached.			
Which Side?		\$ or %	
Referring Agent		Referring Brokerage	
<i>The following information is required for an agent if licensed out of California Mailing</i>			
Address:			
Telephone:		Check Delivery:	
Concession One to:		Amount	
What is the Concession for:			
COMMENTS			