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**NEW SALE TAKE SHEET**

**COE DATE:**

**Property & COE Information**

Property Address:					
APN#:		MLS#:		Escrow#:	
List Price:		Sales Price:		Commission Rate Listing Side: %	Selling Side: %
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: <input type="checkbox"/> YES or <input type="checkbox"/> NO or <input type="checkbox"/> 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**

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Please Select One SELLING SOURCE:

BUYERS 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\*\***

## COMMISSION MEMORANDUM

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