
NEW SALE TAKE SHEET - 2024

COE DATE:

Property & COE Information

Property Address:					
APN#:		MLS#:		Escrow#:	
List Price:		Sales Price:		Commission Rate Selling Side: %	Buying 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

Agent Submitting		Commission % - Must get Broker permission for lower than 2.5%		
Address		SA%:	BA%:	
Sellers Agent		Buyers Agent		
Referral ONE (CAR FORM RFA-11) Must be attached.				
Which Side?		\$ or %		Off Top or Agent's Comm
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 %		Off Top or Agent's Comm
Referring Agent		Referring Brokerage		
<i>The following information is required for an agent if licensed out of California</i>				
Mailing Address:				
Telephone:		Check Delivery:		
Concession One to:		Amount		
What is the Concession for:				
COMMENTS				

**Transaction Coordinator
Who and How Much?**