
NEW SALE TAKE SHEET - 2026**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					

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 <small>Submitting</small>		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 %		<small>Off Top or Agent's Comm</small>
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 %		<small>Off Top or Agent's Comm</small>
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?