

Agent Type: Listing Agent Selling Agent DRE# _____ TC Fee Paid By: Agent Client
(Please note: If the client is paying the fee, it must be disclosed on the RLA/RPA)

Opening Date: _____ Acceptance: _____ COE: _____

RPA Date/Date of Offer: _____ # of Counter Offer(s): _____ # of Addendum(s): _____

Property Address: _____

Year Built: _____ APN#: _____ MLS#: _____

Sales Price: _____ Closing Cost credit/Concessions by seller? _____ Short Sale? Yes No

Inspection: (____) Due: _____ Appraisal: (____) Due: _____ Loan: (____) Due: _____ Possession: (____) Due: _____

Are there any concurrent escrows? Yes No _____

Listing Agent: _____ Company: _____

Email Address: _____ Cell: _____

Sellers: _____ TC: _____

Seller Contact #: _____ Seller Email: _____

Seller Contact #: _____ Seller Email: _____

Send EI: C/O Agent Via EMAIL: _____ C/O Agent Via hard copy: _____ Disclosures Due: _____

Address: _____

Selling Agent: _____ Company: _____

Email Address: _____ Cell: _____

Buyers: _____ TC: _____

Buyer Contact #: _____ Buyer Email: _____

Buyer Contact #: _____ Buyer Email: _____

Send EI: C/O Agent Via EMAIL: _____ C/O Agent Via hard copy: _____ Disclosures Due: _____

Address: _____

Total Commission: _____% Listing Commission: _____% Selling Commission: _____%

Any Credits from Commission? YES NO TBD \$ _____ from listing agent

Reason for credit: _____ \$ _____ from selling agent

Mentor Name _____ Mentor % _____

Additional fees paid by Buyer: \$ _____ For: _____

Referral Fee? \$ _____ To: _____ (Referral Fee Agreement needed)

Agent #1: _____ Agent #1 %: _____ Agent #2: _____ Agent #2 %: _____

KW Cares Corona: _____ KW Cares International: \$ _____

Escrow Company: _____ Escrow Email: _____

Escrow Phone: _____ Escrow Officer: _____ Escrow #: _____

Title: _____ Title Officer/Rep: _____ **HAS ESCROW BEEN OPENED ALREADY: YES NO

LENDER (if applicable)

Lender: Company: _____ Loan Rep: _____

Email Address: _____ Phone: _____

Appraisal Status: _____ Loan Approval: _____ Loan Type: _____

Is there an HOA? Yes No Name of Park/HOA: _____

Management Co: _____ Phone: _____

Monthly Dues: _____ Delinquent: Yes No Amount: \$ _____

Notes: _____

NHD Co: _____

Termite Responsibility: _____ Report Only: Yes No Section 1: _____ Section 2: _____

Home Warranty Co: _____ Options: _____ Max Cost: \$ _____

Septic: Yes No Hero Program / Solar Lease: Yes No

Special Instructions: _____