

Agent Type: Listing Agent Selling Agent DRE# \_\_\_\_\_ TC Fee Paid By: Agent Client

Command Username: \_\_\_\_\_ Command Password: \_\_\_\_\_

(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 Concession: \_\_\_\_\_% Listing Concession: \_\_\_\_\_% Selling Concession: \_\_\_\_\_%  
Any Credits from Concession? 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: \_\_\_\_\_

HOA 1: Name of Park/HOA: \_\_\_\_\_

Management Co: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Notes: \_\_\_\_\_

HOA 2: 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 Solar: Yes No Initiated: Completed: Hero Program: Yes No

Special Instructions: \_\_\_\_\_