

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

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 Solar: Yes No Initiated: Completed: Hero Program: Yes No  
Special Instructions: \_\_\_\_\_