



SALES PROCESSING SHEET

Office Use Only

Transaction #:

Property Address: _____

City: _____ Zip Code: _____

FMLS#: _____ GAMLs#: _____ Co-Op Agent License #: _____

Status in FMLS/GAMLs (Check One): 1) Active Under Contract 2) Pending 3) Property Is Not Listed

Listing Agent: _____ Company Name: _____

Seller(s): _____ Company FMLS Code: _____

Selling Agent: _____ Company Name: _____

Buyer(s): _____ Company FMLS Code: _____

Contract Price: _____ Binding Date: _____

Due Diligence: _____ Closing Date: _____

Financing Type: _____ Mortgage Company: _____

Closing Attorney: _____ Closing Costs: _____

Earnest Money Amount: _____ Held By: _____

*Earnest Money Due By: _____ Special Instructions: _____

*Commission to You (and any other AC agent): _____

*Referral and/or Team Instructions: _____

Please Complete Contract Review Checklist

- ☐ (1) All items on Page 1 of the Purchase and Sale Agreement are completed in their entirety and both Buyer(s) and Seller(s) have initialed at the bottom. *(unless a Counteroffer Contract)*
- ☐ (2) All Exhibits and/or Addenda checked on Page 7 are included, completed and signed. *(Exhibits and/or addenda signatures are not required if a Counteroffer Contract)*
- ☐ (3) Page 8 of the Purchase and Sale Agreement is fully executed with all signatures and the binding agreement date has been correctly filled in by the appropriate party. *(unless a Counteroffer Contract)*
- ☐ (4) If applicable, a counteroffer form is included with all signatures and the binding agreement date has been correctly filled in by the appropriate party.
- ☐ (5) Instructions to Closing Attorney (commission agreement) is completed, signed and included.
- ☐ (6) If representing Buyer, a signed Buyer Brokerage Agreement is included.
If representing Seller, a signed Listing Agreement is included or already on file.