

CONTRACT AND CLOSING COORDINATION

Contract Date \_\_\_\_\_

Projected Closing Date \_\_\_\_\_

Property Address \_\_\_\_\_ (Zip \_\_\_\_\_)

**Seller Information**

Seller Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone 1 \_\_\_\_\_

Phone 2 \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Listing Agent \_\_\_\_\_

Initial Source of Seller \_\_\_\_\_

**Buyer Information**

Buyer Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone 1 \_\_\_\_\_

Phone 2 \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Listing Agent \_\_\_\_\_

Initial Source of Seller \_\_\_\_\_

**Ernest Money and Commission:**

Ernest Money \$ \_\_\_\_\_ Held By \_\_\_\_\_

Sales Price \$ \_\_\_\_\_ Com% \_\_\_\_\_ Total Com \$ \_\_\_\_\_

Listing Com% \_\_\_\_\_ Listing Com\$ \_\_\_\_\_ Selling Com% \_\_\_\_\_ Selling Com\$ \_\_\_\_\_

**RELOCATION, REFERRAL, OR OTHER SPECIAL FEES:**

Referral Fee \_\_\_\_\_% of Applicable Commission (check one) Listing Side \_\_\_\_\_ Selling Side \_\_\_\_\_

Referral Company: \_\_\_\_\_ Contact Person \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Concessions: Yes \_\_\_ No \_\_\_ Amt \_\_\_\_\_

Terms of Sale: Assumption \_\_\_ Cash \_\_\_ Con/Var \_\_\_ Conv \_\_\_ FHA \_\_\_ Owner Finance \_\_\_ Rural Devl \_\_\_ VA \_\_\_ Other \_\_\_

REMINDERS

- \_\_\_ Agency Forms
- \_\_\_ Lead Based Paint Addendum
- \_\_\_ Home Inspection Offered
- \_\_\_ Home Warranty Offered
- \_\_\_ Termite Inspection Recommended
- \_\_\_ Septic Tank Inspection Recommended
- \_\_\_ J&A Addendum Complete

AFFILIATED PROFESSIONALS

- Attorney \_\_\_\_\_
- Lender \_\_\_\_\_
- Title Co \_\_\_\_\_
- Termite Co \_\_\_\_\_
- Home Inspection Co \_\_\_\_\_
- Home Warranty Co \_\_\_\_\_

Agent completing this form \_\_\_\_\_ Date \_\_\_\_\_