

TRANSACTION COVER SHEET

BUYER/TENANT ONE INFORMATION

Buyer 1 Name
Street Address
City
State
Zip Code
Home Phone Number
Work Phone Number
Fax Number
Cellular Phone Number
Email Address
Buyer 1 Marital Status

BUYER/TENANT TWO INFORMATION

Buyer 2 Name
Street Address
City
State
Zip Code
Home Phone Number
Work Phone Number
Fax Number
Cellular Phone Number
Email Address
Buyer 2 Marital Status

BUYER/TENANT THREE INFORMATION

Buyer 3 Name
Street Address
City
State
Zip Code
Home Phone Number
Work Phone Number
Fax Number
Cellular Phone Number
Email Address
Buyer 3 Marital Status

SELLER/LANDLORD ONE INFORMATION

Seller 1 Name
Street Address
City
State
Zip Code
Home Phone Number
Work Phone Number
Fax Number
Cellular Phone Number
Email Address
Seller 1 Marital Status

TRANSACTION COVER SHEET

SELLER/LANDLORD TWO INFORMATION

Seller 2 Name
Street Address
City
State
Zip Code
Home Phone Number
Work Phone Number
Fax Number
Cellular Phone Number
Email Address
Seller 2 Marital Status

SELLER/LANDLORD THREE INFORMATION

Seller 3 Name
Street Address
City
State
Zip Code
Home Phone Number
Work Phone Number
Fax Number
Cellular Phone Number
Email Address
Seller 3 Marital Status

SELLING BROKER INFORMATION

Selling Broker Firm Name ..	_____	Selling Office ID#
Street Address	_____	
City	_____	Selling Office License#
State	_____	
Zip Code	_____	
Telephone Number	_____	
Fax Number	_____	
Selling Broker Name	_____	
Selling Broker Email	_____	

Selling Agent Name	_____	Selling Agent ID#
Agent's Phone Number	_____	
Cellular Phone Number	_____	Selling Agent License#
Email Address	_____	

LISTING BROKER INFORMATION

Listing Broker Firm Name ..	_____	Listing Office ID#
Street Address	_____	
City	_____	Listing Office License#
State	_____	
Zip Code	_____	
Telephone Number	_____	
Fax Number	_____	
Listing Broker Name	_____	
Listing Broker Email	_____	

Listing Agent Name	_____	Listing Agent ID#
Agent's Phone Number	_____	
Cellular Phone Number	_____	Listing Agent License#
Email Address	_____	

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PROPERTY INFORMATION

MLS Number		
Street Address		
City/Twp/Village		
County		
State		
Zip Code		
Legal Description .		
Parcel or Tax ID#		
Listing Expiration Date		
Listing Date		
Listed Price	\$	
Balance of 1st Mortgage	\$	
Balance of 2nd Mortgage	\$	
Other Liens	\$	
Description of Other Liens . . .		
Homeowner Assoc. Dues	\$	Homeowner Assoc. Name:
Property Includes		
Property Excludes		
Leased Items		
Supplemental Info		
Purchase Price	\$	Settlement Date:
Purchase Agreement Date . . .		
Earnest Deposit	\$	Possession/Occupancy Date:
Offer Date		Offer Expire Time:
Offer Expire Date		☐ A.M. ☐ P.M.
Offer Acceptance Date		
Total Amount Financed	\$	
Year Built		
Lot Number		
Unit Number		
Block		
Subdivision		
School District		
Zoning Class		
Property Type: ☐ Residential ☐ Multi Family ☐ Vacant Land ☐ Commercial ☐ Other		

ESCROW INFORMATION

Escrow Company		
Escrow Number		
Street Address		
City		
State		
Zip Code		
Escrow Officer		
Escrow Officer Email Address .		
Telephone Number		Fax Number:

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BUYER'S LENDER INFORMATION

Lender Company Name
Street Address
City State Zip Code
Office Phone Number
Lender's Officer Name
Fax Number
Cell Phone Number
Email Address
Mortgage Type: ☐ Conv. ☐ FHA ☐ FMHA ☐ VA ☐ Other

SELLER'S LENDER INFORMATION

Lender Company Name
Street Address
City State Zip Code
Office Phone Number
Lender's Officer Name
Fax Number
Cell Phone Number
Email Address
Mortgage Type: ☐ Conv. ☐ FHA ☐ FMHA ☐ VA ☐ Other

APPRAISAL INFORMATION

Appraisal Company Name
Street Address
City State Zip Code
Office Phone Number
Appraisal Officer Name
Fax Number
Cell Phone Number
Email Address

TITLE INFORMATION

Title Company Name
Street Address
City State Zip Code
Office Phone Number
Title Officer Name
Fax Number
Cell Phone Number
Email Address

ATTORNEY REPRESENTING BUYER(S)

Attorney Name, for Buyer(s)
Attorney's Firm Name
Street Address
City State Zip Code
Office Phone Number
Fax Number
Cell Phone Number
Email Address

ATTORNEY REPRESENTING SELLER(S)

Attorney Name, for Seller(s)
Attorney's Firm Name
Street Address
City State Zip Code
Office Phone Number
Fax Number
Cell Phone Number
Email Address

TRANSACTION COVER SHEET