

Transaction Record

Transaction Name: _____

Property Information

Property Address: _____

Legal Description: _____

Subdivision: _____

County: _____

Listing Agreement Date: _____

Listing Price: \$ _____

Contract Effective Date: _____

Purchase Price: \$ _____

Initial Deposit: \$ _____

Deposit Due Date: _____

Additional Deposit: \$ _____

Additional Deposit Due Date: _____

Closing Date: _____

Listing Broker Details

Brokerage Firm: _____

Office Address: _____

Listing Broker: _____

Office Phone: _____

Mobile Phone: _____

Fax: _____

Email: _____

Listing Associate: _____

Office Phone: _____

Mobile Phone: _____

Fax: _____

Email: _____

Selling Broker Details

Brokerage Firm: _____

Office Address: _____

Selling Broker: _____

Office Phone: _____
Mobile Phone: _____
Fax: _____
Email: _____

Selling Associate: _____
Office Phone: _____
Mobile Phone: _____
Fax: _____
Email: _____

Seller / Landlord Information

Seller/Landlord 1 | Seller/Landlord 2

Name: _____ | Name: _____
Address: _____ | Address: _____

Home Phone: _____ | Home Phone: _____
Work Phone: _____ | Work Phone: _____
Mobile Phone: _____ | Mobile Phone: _____
Fax: _____ | Fax: _____
Email: _____ | Email: _____

Buyer / Tenant

Buyer / Tenant 1

Full Name:
Address:
Home Phone:
Work Phone:
Mobile Phone:
Fax:
Email:

Buyer / Tenant 2

Full Name:
Address:
Home Phone:
Work Phone:
Mobile Phone:
Fax:
Email:

Escrow

Escrow Company:
Address:
Escrow Officer:
Office Phone:
Mobile Phone:

Fax:
Email:

Lender

Lender:
Address:
Loan Officer:
Office Phone:
Mobile Phone:
Fax:
Email:
Loan Application Due Date:
Loan Type: ☐ Conventional ☐ FHA ☐ VA ☐ Other
Loan Approval Due Date:
Loan Approval / Denial Received:
Loan Approval / Denial Notice Sent:

Appraisal

Appraisal Company:
Address:
Appraiser:
Office Phone:
Mobile Phone:
Fax:
Email:
Appraisal Due Date:
Appraisal Completed Date:

Inspection

Inspection Company:
Address:
Inspector:
Office Phone:
Mobile Phone:
Fax:
Email:
Inspection Due Date:
Inspection Completed Date:
Repair Notice Sent:

Title Documentation

Company Name:
Address:
Title Representative:
Office Phone: _____ Mobile Phone: _____
Fax: _____ Email: _____
Title Report Due: _____ Title Report Provided: _____

Title Objection: ☐ yes ☐ no Title Objection Notice Sent: _____

Condominium/Homeowners' Association

Association Name: _____
Address: _____
Primary Contact: _____
Office Phone: _____ Mobile Phone: _____
Fax: _____ Email: _____

Pest / Termite Inspection

Inspection Firm: _____
Address: _____
Inspector: _____
Office Phone: _____ Mobile Phone: _____
Fax: _____ Email: _____
Inspection Due: _____ Inspection Completed: _____
WDO Report Delivered: _____

Property Survey

Surveying Company: _____
Address: _____
Surveyor: _____
Office Phone: _____ Mobile Phone: _____
Fax: _____ Email: _____
Survey Deadline: _____ Survey Completed: _____
Survey Objection: ☐ yes ☐ no Survey Objection Notice Sent: _____

Legal Representation

Law Firm: _____
Address: _____
Attorney: _____
Office Phone: _____ Mobile Phone: _____
Fax: _____ Email: _____