

Mariam Early, Transaction Manager, Licensed Realtor® Florida (727) 888-4161

Please **COMPLETE** and **RETURN** to expedite your transaction. Be sure to attach any relevant documents

Client Is My Buyer / Seller / Both:

Agent's Name:

Agent Phone:

Agent Email:

Do You Use Google Calendar? Yes / No

If yes to Google Calendar, what is your Google email?

Do you want to be copied on all emails? Yes / No

Property Address Street Address:

Address Line 2:

City, State, Zip:

MLS #:

Contract Closing Date:

Effective Date:

Has Escrow Been Deposited? Yes / No

Where Has the Escrow Been Deposited?

Lockbox Type: Electronic / Combination / None

Special Instruction Notes:

Owner Occupied? Yes / Tenant / Vacant:

Homeowner Association Contact Info (if applicable):

Home Inspection (if scheduled) MM/ DD/ YYYY HH: MM AM/PM:

Home Inspection Company Names:

Termite Inspection (if scheduled) MM/ DD/ YYYY HH: MM AM/PM:

4pt and Wind Mit (if scheduled) MM/ DD/ YYYY HH: MM AM/PM:

Home Warranty? Yes / No

If yes to Home Warranty, Specify Amount:

Warranty Company Name:

Who's paying warranty?

Commission & Closing Details

Commission (Include +/- MLS fee) Commission %:

Who's paying Transaction Management Fee? Client / Agent on DA / Agent Invoice / Other:

Transaction Fee \$

Charitable Contribution:

Referral Agent:

Referral Amount:

Do you have a W-9?: Yes / No

Mail Away Closing? Buyer / Seller / Both / Neither

Buyer 1 Name

Buyer 1 Phone:

Buyer 1 Email:

Buyer 2 Name:

Buyer 2 Phone:

Buyer 2 Email:

Buyer 2's Relationship to Buyer 1?

Seller 1 Name:

Seller 1 Phone:

Seller 1 Email:

Seller 2 Name:

Seller 2 Phone:

Seller 2 Email:

Seller 2's Relationship to Seller 1?

Vendor Information

Title Company: _____

Title Company Address if More than 1 Location: _____

Street Address: _____

Address Line 2: _____

City, State, Zip: _____

Closer Name: _____

Closer Phone: _____ Closer Email: _____

Loan Company Name: _____

Loan Officer Name: _____

Loan Officer Phone: _____ Loan Officer Email: _____

Co-Op Agent Name: _____

Co-Op Phone: _____ Co-Op Email: _____

Co-Op Brokerage: _____

Assistant Name: _____

Assistant Phone: _____ Assistant Email: _____

Notes: _____
