

Initial Offer
 Accepted Offer
 Closed

T.N.#(Office Use Only) _____
Date Closed _____

Northern Trust Real Estate Sales Report – Land

This Box To Be Filled Out Completely By Licensee

Property Address _____ Legal _____ FlexMLS# _____
 Offer Date _____ Offer Price \$ _____ Type of Financing _____
 Earnest Money \$ _____ Earnest Money Held By _____
 Accept Date _____ Sales Price \$ _____
 Expected Close Date _____ Where did you find your buyer/seller? _____
 Commission Percentage _____ % Did you utilize agent services? Amount Owed \$ _____
 Do You Owe A Referral Fee? Amount? _____ Paid To? _____
 Listing Licensee _____ Office _____
 L.L. Phone # _____ Seller Name(s) _____ Seller # _____
 Selling Licensee _____ Office _____
 S.L. Phone # _____ Buyer Name(s) _____ Buyer # _____
 Mortgage Company _____ Originator _____ Ph # _____
 Title Company _____ Closer _____ Ph # _____

-----Everything Below This Line Office Use Only-----

Items Needed For Every Offer

	Need	Received	Final		Need	Received	Final
AREC Pamphlet (your client only)	_____	_____	_____	MLS Printout	_____	_____	_____
Purchase & Sale Agreement	_____	_____	_____	Pre-lim	_____	_____	_____
90% Letter (if necessary)	_____	_____	_____	Pre-lim Acknowledgment(Buyers Rep Only)	_____	_____	_____
Earnest Money Check	_____	_____	_____	Commission Letter	_____	_____	_____
Land Notice of Disclosure MLS	_____	_____	_____	Appraisal (if necessary)	_____	_____	_____
Affiliated Business Disclosure (If using Summit or Security)	_____	_____	_____	Brokerage Fee Disclosure Statement (If a referral was paid to another person or company)	_____	_____	_____

Additional Items If You=re The Listing Licensee

	Need	Received	Final
Authorization & Exclusive Right To Sell	_____	_____	_____
MLS Input Sheets	_____	_____	_____
Property Environmental Disclosure	_____	_____	_____
Seller's Real Estate Disclosure Statement for Unimproved Property	_____	_____	_____

Any Additional Items If Necessary

	Need	Received	Final
Licensee Communication Logs (if licensed under 3 years)	_____	_____	_____
Referral Agreements (if another licensee is to be paid on transaction)	_____	_____	_____
Amendment/Addendums (if changing or adding to the contract)	_____	_____	_____
Counter Offer	_____	_____	_____
Disclosure of Conflict of Interest	_____	_____	_____
AREC Waiver of Right to be Represented (authorization for neutral)	_____	_____	_____
Well & Septic Information Addendum	_____	_____	_____
Health Authority Approval	_____	_____	_____

Circle one if: Rejected/Rescission/Default Date: _____ Reason _____

Proceed to Closing: _____ Final Broker Review: _____

Reviewed 1/21/11