

## SALES REPORT

File No: \_\_\_\_\_ Agent Name: \_\_\_\_\_

Property Address:	
Listing MLS #:	Sale Price: \$ _____ Commission: \$ _____ ( %)
Listing Agent:	Selling Agent:
Listing Office:	Selling Office:
Contact Phone #:	Contact Phone #:
Remark:	Selling Agent's Public I.D.(Required) # _____
Escrow Company:	Escrow Officer:
Escrow No. #	Escrow Phone #:
Estimated Closing Date:	Open Escrow Date:
Actual Closing Date:	
<input type="checkbox"/> Residential	<input type="checkbox"/> Income <input type="checkbox"/> Commercial <input type="checkbox"/> Land <input type="checkbox"/> Industrial <input type="checkbox"/> Business <input type="checkbox"/> Lease

Agent must provide the following documents with this form within 48 hours of opening of escrow:

*For Secretary Use Only:*

- |  |   |                                  |
|--|---|----------------------------------|
| <input type="checkbox"/> Purchase Agreement (RPA-CA)*                  | <input type="checkbox"/> Secretary Review | <input type="checkbox"/> On Time |
| <input type="checkbox"/> Counter Offer(s) (CO)*                        | <input type="checkbox"/> Secretary Review | <input type="checkbox"/> On Time |
| <input type="checkbox"/> Agency Relationship Disclosure (AD)*          | <input type="checkbox"/> Secretary Review | <input type="checkbox"/> On Time |
| <input type="checkbox"/> Coop. Broker Compensation Agreement (CBC)*    | <input type="checkbox"/> Secretary Review | <input type="checkbox"/> On Time |
| <input type="checkbox"/> Wood Destroying Pest Inspection (WPA)*(S)     | <input type="checkbox"/> Secretary Review | <input type="checkbox"/> On Time |
| <input type="checkbox"/> Escrow & Commission Instructions              | <input type="checkbox"/> Secretary Review | <input type="checkbox"/> On Time |
| <input type="checkbox"/> MLS"A" Print out                              | <input type="checkbox"/> Secretary Review | <input type="checkbox"/> On Time |
| <input type="checkbox"/> Property Profile - Cover Page of Tax or Title | <input type="checkbox"/> Secretary Review | <input type="checkbox"/> On Time |
| <input type="checkbox"/> Buyer's Deposit Check Copy (S)                | <input type="checkbox"/> Secretary Review | <input type="checkbox"/> On Time |
| <input type="checkbox"/> Trust Fund Log Copy (S)                       | <input type="checkbox"/> Secretary Review | <input type="checkbox"/> On Time |

\*With original signatures if initiated by LDR Agent.

(S) For Selling Agent Only

Office Receiving Date: \_\_\_\_\_