

# PURCHASE CONTRACT COVER SHEET



MLS # R

PROPERTY ADDRESS

CITY / STATE

YOUR NAME

PUBLIC ID

## SALE INFORMATION

CONTRACT DATE:

ANTICIPATED CLOSE DATE

SALE PRICE \$

DEPOSIT \$

CONTINGENT

SALE CONTINGENT

PENDING

COMMISSION: LIST      %      SALE      %

CONCESSIONS / POINTS\*\*

\*\*Company policy is to charge  
commission on the net sale price  
after points only concessions.  
Cooperating broker must sign  
the broker commission agreement

OTHER COMMISSION INFO

## AGENT CHECKLIST

COMPLETE CONTRACT

PRINTOUT

DEPOSIT +/-OR COPY

DISCLOSURE AGENCY

DISCLOSURE LEAD

DISCLOSURE PCD

FHA / VA

SELLER ATTY APPROVAL

BUYER ATTY APPROVAL

CONTINGENCY REMVLS

OTHER

## LETTERS AND COPIES

SELLER(S)	LETTER	CONTRACT COPY	DEAR
BUYER(S)	LETTER	CONTRACT COPY	DEAR
SELLER ATTY	LETTER	CONTRACT COPY	INVOICE
BUYER ATTY	LETTER	CONTRACT COPY	
COOP BROKER	INVOICE	CONTRACT COPY	