

CAPITAL ABSTRACT & TITLE

PENDING SALES INFORMATION FORM

Contract Status:

Effective Date: _____

Closing Date: _____

Listed Price: _____

Selling Price: _____

Referral Being Paid Out: YES or NO (Circle One)
(If Yes, must have copy of referral form)

You Must Provide the Following Documents to the office:

- ___ Copy of MLS and tax Print Out
- ___ Escrow Deposit Receipt(s)
- ___ Agency Disclosure Forms, Affiliated Business Disclosure and Buyer's Disclosure & Information Form (if needed).
- ___ Entire Contract and ALL ADDENDUMS

MLS#: _____

Sign On Property: YES NO (Circle One)

Subject Property Address: _____

City/State/Zip: _____

Access information: _____

Escrow Deposit Information:

Held By: _____

1st Deposit: \$ _____ 2nd Deposit: \$ _____ Date Due: _____**Seller Information:**

Name(s): _____

Address: _____ City/State/Zip: _____

Cell: _____ HM: _____ Email: _____

Source of Seller: _____

Listing Agent Information:

Agent: _____ Office: _____

Off ID: _____ Agent ID: _____ Off #: _____

Fax: _____ Cell: _____ Other: _____

Seller's Closing Agent Information

Name: _____ Contact Person: _____

Email: _____ Ofc: _____

Fax: _____

Condo / HOA Information:

Assoc Name: _____ Contact Person: _____

Office: _____ Fax: _____

Buyer Information: Mail away: YES or NO

Name(s): _____

Address: _____ City/State/Zip: _____

Home: _____ Cell: _____ Other: _____

Email: _____ Source of Buyer: _____

Selling Agent Information:

Agent: _____ Office: _____

Off ID: _____ Agent ID: _____ Off #: _____

Fax: _____ Cell: _____ Other: _____

Buyer's Attorney :

Name: _____ Contact: _____ Email: _____

Add Ofc: _____ Buss: _____

FAX: _____

Lender / Bank Info:

Contact person: _____ Office: _____ Fax: _____

Commission Information:

Listing Comm: _____

Selling Comm: _____

Transaction Fee: _____

Inspection Information:

Company Name: _____

Contact Person: _____

Office#: _____ Fax: _____