



Transaction Cover Sheet & Sales Report

Submitted by _____ DRE license No. _____

Transaction Type ☐ Sale ☐ Listing ☐ Lease ☐ Referral ☐ Other
Type of Sale ☐ Residential ☐ Condo ☐ Income ☐ Land ☐ Commercial

Property Information

Property Address _____ APN# _____
MLS # _____ List Price _____ Sale/Lease Price _____ Deposit Amount _____
Contract Date _____ Acceptance Date _____ Close Date _____

Listing Broker Information

Broker Firm _____ Agent Name _____ Broker DRE# _____
Agent Phone _____ Agent Email _____ Agent DRE# _____
Commission (% or \$) _____

Seller/RPO Information

Seller/RPO Name _____ Phone _____
Email _____

Selling Broker Information

Broker Firm _____ Agent Name _____ Broker DRE# _____
Agent Phone _____ Agent Email _____ Agent DRE# _____
Commission (% or \$) _____

Buyer/Tenant Information

Buyer/Tenant Name _____ Phone _____
Email _____

Escrow Information

Escrow Company _____ Escrow Officer Name _____
Phone _____ Email _____
Escrow No. _____

Title Information

Title Company _____ Title Representative Name _____
Phone _____ Email _____

Please provide additional Seller/RPO or Buyer/Tenant information on page 2.

Lender Information

Lender Company _____
Phone _____

Loan Broker Name _____
Email _____

Home Warranty Information

Home Warranty Company _____
Phone _____

Representative Name _____
Email _____

NHD Information

NHD Company _____
Phone _____

NHD Representative Name _____
Email _____

Additional Buyer/Tenant

Buyer/Tenant 2 Name _____
Email _____

Phone _____

Buyer/Tenant 3 Name _____
Email _____

Phone _____

Additional Seller/RPO

Seller/RPO 2 Name _____
Email _____

Phone _____

Seller/RPO 3 Name _____
Email _____

Phone _____

FOR ADMINISTRATIVE USE ONLY:

Gross Compensation: \$ _____

Transaction Fee: \$ _____

E & O Insurance: \$ _____

TC/TM Fees: \$ _____

Net Compensation: \$ _____