

This form must be completed in its entirety.

Transaction Information

Location BHGRE Alliance East BHGRE Alliance West **Agent Name** _____

Property Address _____
House Number Directional Street Name Suffix

_____, _____
City State Zip Code **MLS Number** _____

Status Pending Deal Fell Through Expired / Withdrawn **Closing Date** ____ / ____ / ____

Source of Business (not a Paperless Pipeline field) SOI Website Client Referral Syndication (Zillow, etc.) Corporate Referral
 Open House Sign Call Cartus Other _____

Label Cartus Cartus Corporate Commercial Commercial Land Commercial Lease FSBO HUD Land Lease
 New Build Referred Out REO REO Transaction Broker Traditional Transaction Broker USAA / Navy Federal

Buyer, Seller, Pricing, etc.

More Info

Source of Business _____
(from above)

Year Built _____

County _____

Financing Type _____

Title Company _____

Listing Date

____ / ____ / ____

Acceptance Date

____ / ____ / ____

Buyer Name

Seller Name

List Price

\$ _____ , _____

Sale Price

\$ _____ , _____

Total Commission (not required)

\$ _____ , _____

Commission summary

Commission ____%

Referral? Yes No

Split ____% (to BHGRE Alliance Agent above)

Brokerage giving referral

Agent giving referral

Brokerage accepting referral

Agent accepting referral

Mailing address for referral

This transaction has outside

(co-op) agents

Outside Agent Name / Info

Email

Traditional Required Documents

- Agency Agreement
- BRRETA
- Buyer's Estimated Cost; with client signature(s) and date
- Contract
- Contract Addendum - Required Agency/Radon/Sex Pred (If Applicable)
- Contract Amendment - Extension from X to X (If Applicable)
- Contract Amendment - FHA (If Applicable)
- Contract Amendment - Inspections (If Applicable)
- Contract Amendment - Price Change (If Applicable)
- Contract Amendment - VA (If Applicable)
- County Tax Records; with client signature(s) and date
- Earnest Money - Check
- Home Inspection Brochure; with client signature(s) and date
- LBP (If Applicable)
- MLS Listing; with client signature(s) and date
- PCR (If Applicable)
- Settlement Statement – Buyer

Referral, when applicable

- Referral Agreement
- Settlement Statement
- W9 for Other Company