

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Status Listing Expired / Withdrawn

Source of Business SOI Website Client Referral Syndication (Zillow, etc.) Corporate Referral
(not a Paperless Pipeline field)
 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 _____

BHGRE Alliance Lock Box? Yes No

Box # _____

Shackle # _____

CBS # _____

BHGRE Alliance Yard Sign? Yes No

Sign # _____ - _____
Office Number

Listing Date

____ / ____ / ____

Automatic Expiration Date

____ / ____ / ____

Seller Name(s)

List Price

\$ _____ , _____

Total Commission (not required)

\$ _____ , _____

Commission summary

Commission ____%

Referral? Yes No

Split ____% (to BHGRE Alliance Agent)

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

- BRRETA
- CMA
- County Tax Records; with client signature(s) and date
- LBP (If Applicable)
- Listing Agreement
- Listing Agreement Amendment - Extension from X to X (If Applicable)
- Listing Agreement Amendment - Price Change from X to X (If Applicable)
- MLS Listing; with client signature(s) and date
- PCR (If Applicable)
- Seller's Net Estimate

Referral, when applicable

- Referral Agreement
- Settlement Statement
- W9 for Other Company