

# Contract Package – Seller



ALLIANCE

**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

**Status**    Pending    Deal Fell Through    Expired / Withdrawn      **Closing Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(not a Paperless Pipeline field)

**Source of Business**    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 \_\_\_\_\_

**BHGRE Alliance Lock Box?**       Yes    No

Box # \_\_\_\_\_

Shackle # \_\_\_\_\_

CBS # \_\_\_\_\_

**BHGRE Alliance Yard Sign?**       Yes    No

Sign # \_\_\_\_\_ - \_\_\_\_\_  
Office                                      Number

### 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)

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

- 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 from X to X (If Applicable)
- Contract Amendment - VA (If Applicable)
- Earnest Money - Check
- Earnest Money - Receipt
- PCR (If Applicable)
- Settlement Statement – Seller

### Referral, when applicable

- Referral Agreement
- Settlement Statement
- W9 for Other Company