

PROPERTY SOLD REPORT

Administrative and Fee Information

NOTE: This form is used by an agent as a record when they close a sales transaction, to prepare a summary report of the agent's activities, information on the principals and providers involved and fee arrangements for supervisory review and marketing analysis by their broker.

1. **DATE:** _____, 20____. Prepared by _____, Office _____.
2. Date of sale _____, 20____. Date for closing _____, 20____.
3. Property address _____,
City _____, California, _____.
 - 3.1 Type: SFR, Condo, Income, Land, Business Op., Mobilehome
 - 3.2 Usage: Seller was the occupant, an investor; Buyer is to occupy, an investor.
- Brokerage fees:**
4. Sales price of property \$_____.
5. Total brokerage fee to be paid on closing \$_____, or _____%
6. Fee this office is to receive on closing \$_____, or _____%
 - 6.1 Fee to be paid by Seller, other Broker _____.
 - 6.2 This office to pay a fee of \$_____, to other Broker _____.
7. **Participating Brokers:**
 - 7.1 Listing office _____ Listing Agent _____
Phone _____ Fax _____ Email _____
 - 7.2 Selling office _____ Selling Agent _____
Phone _____ Fax _____ Email _____
 - 7.3 Subagent office _____ Subagent _____
Phone _____ Fax _____ Email _____
8. **Referral fee disbursements:**
 - 8.1 A referral fee is to be paid by this office in the amount of \$_____.
 - 8.2 **TO:** A licensed Broker named _____
Address _____
Broker's Agent _____
Phone _____ Fax _____ Email _____
 - 8.3 An unlicensed finder named _____
Address _____
Taxpayer Identification number _____
9. **Disbursements from Agent's share of fee:**
 - 9.1 \$_____ to the Transaction Coordinator who is _____.
 - 9.2 \$_____ to this office for Errors and Omissions coverage.
 - 9.3 \$_____ to this office as a transaction fee.
 - 9.4 \$_____ to this office for space rent.
 - 9.5 \$_____ to _____.
10. **MLS reporting:** Listing number _____
 - 10.1 The sale has, or has not, been reported to MLS.
 - a. Reporting to MLS is the responsibility of _____.
 - 10.2 The sale was, or is, to be reported as sold, pending, or contingent on _____.
 - 10.3 Down payment \$_____.
 - a. Financing: carryback note, loan assumption,
 purchase-assist, type of loan _____,
 land sales contract, lease-option sale
11. **Trust account funds:** (handled by Agent)
 - 11.1 Buyer's Funds
 - a. received check for Buyer's deposit which was held in _____.
The check was, or was not, entered in trust fund log. Copy of trust fund attached.
If not entered, why not? _____.
Disposition of check by Agent _____.

b. other checks received from Buyer for _____
The check was, or was not, entered in trust fund log. Copy of trust fund attached.
If not entered, why not? _____
Disposition of check by Agent _____

11.2 Seller's Funds

a. check received from Seller payable to _____
The check was, or was not, deposited into Broker's trust account.
Do funds remain? Yes, no.
The check was, or was not, entered in trust fund log. Copy of trust fund attached.
Disposition of check by Agent _____

12. Service providers:

- 12.1 Escrow holder _____, office _____, escrow # _____, phone _____
- 12.2 Lender _____ Rep. _____, application # _____, phone _____
- 12.3 Title insurer _____ Rep. _____, order # _____, phone _____
- 12.4 Hazard insurance agent for Buyer _____, phone _____
- 12.5 Pest Control Operator _____, Inspector _____, phone _____
- 12.6 Home Inspection Company _____, Inspector _____, phone _____
- 12.7 Home Warranty Insurer _____, Rep. _____, phone _____
- 12.8 Natural hazards disclosure report company _____, Report # _____, Rep. _____, phone _____
- 12.9 Attorney _____ for Buyer, or Seller.
- 12.10 Tax Advisor _____ for Buyer, or Seller.
- 12.11 Other Service _____

13. Source of Buyer:

- Farm Advertising call Previous client Sign call
- Mailer Client referral Relocation service Relative, acquaintance
- Internet Local MLS Open house Walk-in, floor call
- _____

14. Buyer and Seller information:

- 14.1 Buyer's name _____
New address _____
Phone _____ Email _____
- 14.2 Buyer's name _____
New address _____
Phone _____ Email _____
a. Buyer relocated from the City of _____, State _____
b. Buyer did, or did not, sell a property prior to purchase.
- 14.3 Seller's name _____
New address _____
Phone _____ Email _____
- 14.4 Seller's name _____
New address _____
Phone _____ Email _____
a. Seller relocated to the City of _____, State _____
b. Seller did, or did not, buy a replacement property.