



# TRANSACTION MANAGER

Office: (520) 546-8127  
Fax: (520) 901-1651

**PROPERTY ADDRESS:** \_\_\_\_\_ ZIP \_\_\_\_\_  
 Contract Date \_\_\_\_\_ Inspect Deadline \_\_\_\_\_ Sale\$ \_\_\_\_\_ Comm% \_\_\_\_\_  
 Est. Closing \_\_\_\_\_ Contingency Deadline \_\_\_\_\_ MLS# \_\_\_\_\_

**SELLER:** \_\_\_\_\_  
 Current Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home Ph. \_\_\_\_\_ Work Ph. \_\_\_\_\_  
 Cell \_\_\_\_\_ Fax \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_

**BUYER:** \_\_\_\_\_  
 Current Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home Ph. \_\_\_\_\_ Work Ph. \_\_\_\_\_  
 Cell \_\_\_\_\_ Fax \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_

**REFERRING AGENT:** \_\_\_\_\_  
 % Fee \_\_\_\_\_

**BUYER AGENT:** \_\_\_\_\_  
 Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 Work \_\_\_\_\_ Cell \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Admin \_\_\_\_\_  
 Admin Email \_\_\_\_\_  
 Admin Phone \_\_\_\_\_

**ESCROW/TITLE CO:** \_\_\_\_\_  
 Title # \_\_\_\_\_  
 Escrow # \_\_\_\_\_  
 Officer \_\_\_\_\_  
 Work Ph. \_\_\_\_\_  
 Cell \_\_\_\_\_  
 Buyer COE \_\_\_\_\_ Time \_\_\_\_\_  
 Seller COE \_\_\_\_\_ Time \_\_\_\_\_  
 Escrow Email \_\_\_\_\_  
 Address \_\_\_\_\_  
 Assistant Name \_\_\_\_\_  
 Assistant Email \_\_\_\_\_  
 Assistant Phone \_\_\_\_\_

**LENDER:** \_\_\_\_\_  
 Type of Loan \_\_\_\_\_  
 Loan Officer \_\_\_\_\_  
 Work Ph. \_\_\_\_\_  
 Cell \_\_\_\_\_  
 Locked? \_\_\_\_\_ Yes  No   
 Appraiser \_\_\_\_\_  
 Ph. \_\_\_\_\_ \$ \_\_\_\_\_  
 Email For Lender \_\_\_\_\_  
 Admin Name \_\_\_\_\_  
 Admin Email \_\_\_\_\_  
 Admin Phone \_\_\_\_\_

**LISTING AGENT:** \_\_\_\_\_ Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 Work \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Admin \_\_\_\_\_ Admin Phone \_\_\_\_\_  
 Admin Email \_\_\_\_\_

**SERVICE, REPORTS & REPAIRS:**

HOME INSPECTOR _____ Date Ordered _____ Ph. _____ Scheduled _____ Rec'd _____ Time _____	HOMEOWNERS INS. CO. _____ Ph. _____ Ordered _____ Rec'd _____ GOOD FUNDS _____ Ph. _____ Date Ordered _____ Time _____ Scheduled for _____ Rec'd _____
TERMITE CO. _____ Ph. _____ Date Ordered _____ Rec'd _____ Scheduled _____ Time _____	Other _____ Ph. _____ Date Ordered _____ Time _____ Scheduled for _____ Rec'd _____
HOMEOWNER'S ASSOCIATION _____ Contact _____ Phone _____ Fax _____	