



**CONTRACT INFORMATION SHEET**

Date: \_\_\_\_\_

(This form must be complete and legible)

Address of Property Sold: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_

Contract Acceptance Date: \_\_\_\_\_ Close of Escrow Date: \_\_\_\_\_ Year Built: \_\_\_\_\_

Seller(s):

Buyer(s):

Phone # \_\_\_\_\_

Phone # \_\_\_\_\_

Listing Agent: \_\_\_\_\_

Selling Agent: \_\_\_\_\_

Listing Office: \_\_\_\_\_

Selling Office: \_\_\_\_\_

Listing Office Phone # \_\_\_\_\_

Selling Office Phone #: \_\_\_\_\_

Broker Code: \_\_\_\_\_

Broker Code: \_\_\_\_\_

Home Warranty Company: \_\_\_\_\_ Premium \$ \_\_\_\_\_

Title Company: \_\_\_\_\_ Escrow Officer \_\_\_\_\_ Title Co. Phone # \_\_\_\_\_

Mortgage Co.: \_\_\_\_\_ Loan Officer: \_\_\_\_\_ Mtg. Co. Phone # \_\_\_\_\_

Earnest Money amount \$ \_\_\_\_\_

Full Purchase Price \$ \_\_\_\_\_

Total commission check to be processed by Open House Realty, LLC: \$ \_\_\_\_\_

**Commission Disbursement:**

Agent:	Split % (60, 80, 90, 100)	Commission %:	Amount:
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

Transaction Coordinator: \_\_\_\_\_ \$ \_\_\_\_\_

**Type of Real Estate Transaction: (E&O Fee)**

- Residential (\$50.00)
- Commercial under \$750k (\$100.00)
- Vacant Land (Residential) (\$50.00)
- Late File Turn-in Fee (\$150.00)
- Agent/Owner Personal Sale - (Does not apply toward purchase) (100% Agents N/A) (\$500.00)
- Condominium Conversion (\$100.00)
- Commercial over \$750,000 (\$100.00)
- Rental (\$50.00)

I would like to make a donation to: Habitat for Humanity \$ \_\_\_\_\_

This donation will be from: Agent \_\_\_\_\_ or My Client \_\_\_\_\_

Is there a referral fee due to another agent or broker? Yes \_\_\_\_\_ or No \_\_\_\_\_

Referral Company	Agent	Phone	Fee
_____	_____	_____	\$ _____