Property Address _____
City _____
Sales Associate _____
MLS# _____

1. Sign ordered down?
2. Lot sign retrieved?
3. Was this a referral? yes ◯ or no ◯
4. MLS report of Sale Closed (listing side only)? yes ◯ or no ◯
5. Was there a Buyer Protection Plan(BPP)? yes ◯ or no ◯
6. Is there a commission modification? yes ◯ or no ◯
If so is the form on file, signed by broker? yes ◯ or no ◯
7. Is there a lockbox on the property? If so is it taken off? yes ◯ or no ◯
8. Was there storm damage on this property? yes ◯ or no ◯
If yes we must have in the file the following fully executed yes ◯ or no ◯
Storm Notice, Mold Addendum and Hold Harmless yes ◯ or no ◯
9. Do you have the selling side? Listing side ? Or Both ?
10. Copy of drivers license from the closing person
or birthdate of your people? ◯ yes or no ◯
11. Did you charge the Processing/Handling Fee ? to the Buyer_____ to the Seller____ orBoth___
12. Your Sellers forwarding information:

Seller Name _____
Street Address _____
City, State, Zip _____
Phone Number _____
email address _____

13. Your Buyers forwarding information:

Buyers Name _____
Street Address _____
City, State, Zip _____
Phone Number _____
email address _____

14. Co Broke Office? _____
15. Co Broke Address? _____
16. Co-Broke Salesperson? _____
17. What was the sale price of the property? _____
18. How did you secure the buyer or the seller?
19. Do you wish to contribute $5.00 from your paycheck for the Muscular Dystrophy Association to benefit Jerry's Kids? ◯ yes or no ◯
If you contribute the offfice will match your contribution.