

**CONTRACT & CLOSING COORDINATION**  
**THIS FORM MUST ACCOMPANY ALL CONTRACTS**

Property Address: \_\_\_\_\_ (Zip) \_\_\_\_\_

Contract Date: \_\_\_\_\_ Projected Closing Date: \_\_\_\_\_ MLS# \_\_\_\_\_

<b><u>Seller Information</u></b>	<b><u>Buyer Information</u></b>
Seller Name: _____	Buyer Name: _____
Street Address: _____	Street Address: _____
City, State, Zip: _____	City, State, Zip: _____
Phone 1: _____	Phone 1: _____
Phone 2: _____	Phone 2: _____
Fax: _____	Fax: _____
Email: _____	Email: _____
Listing Agent: _____	Selling Agent: _____
Initial Source of Seller? _____	Initial Source of Buyer? _____

<b>EARNEST MONEY AND COMMISSION:</b>		Check #: _____	Bank: _____
Earnest Money: \$ _____		Held By: _____	
Sales Price: \$ _____	Comm. % _____	Total Comm. \$ _____	
Listing Com. _____ %	Listing Com.\$ _____	Selling Com. _____ %	Selling Comm.\$ _____

**CONCESSIONS: Y/N** \_\_\_\_\_ **Amount: \$** \_\_\_\_\_

**RELOCATION MONEY OR OTHER SPECIAL FEES:**

Referral Fee: \_\_\_\_\_ % of Applicable Commission (Check One) Listing Side: \_\_\_\_\_ Selling Side: \_\_\_\_\_

Referring Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

- REMINDERS:**
- \_\_\_\_\_ Agency Forms
  - \_\_\_\_\_ Lead Based Paint Addendum
  - \_\_\_\_\_ TMI Addendum Complete
  - \_\_\_\_\_ Home Inspection Offered
  - \_\_\_\_\_ Home Warranty Offered
  - \_\_\_\_\_ Termite Inspection Recommended
  - \_\_\_\_\_ Septic Tank Inspection Recommended

- AFFILIATED PROFESSIONALS**
- Attorney: \_\_\_\_\_
  - Lender: \_\_\_\_\_
  - Title Co: \_\_\_\_\_
  - Home Inspection Co. \_\_\_\_\_
  - Home Warranty Co. \_\_\_\_\_
  - Termite Inspection Co. \_\_\_\_\_

**Agent Completing this form:** \_\_\_\_\_ **Date:** \_\_\_\_\_