ALWAYS FILL IN BLUE SECTIONS. FILL IN YELLOW SECTIONS WHEN YOUR FILE GOES PENDING.

SELLER - BUYER - VENDOR INFORMATION

EXIT REALTY LEADERS

PROPERTY ADDRESS: _____

SALES PRICE $ _____

ALT KEY # _____

LEGAL DESCRIPTION _____

EFFECTIVE DATE: _____

COMMISSION: _____

ESCROW DEPOSIT:$ _____

HELD BY: _____

COPY: _____

LISTING AGENT _____

OFFICE _____ PHONE _____ FAX _____

ADDITIONAL ESCROW:$ _____

DATE NEEDED: _____

COPY: _____

SELLING AGENT _____

OFFICE _____ PHONE _____ FAX _____

TRANSACTION FEE = EXIT

$150 (S) $150 (B)

TITLE COMPANY _____ CLOSER _____

File # _____ PHONE _____ FAX _____

DATE ORDERED Title commitment by:

SELLER

Address: _____

MARRIED PHONE

WIDOW FAX

SINGLE AT CLOSING MAIL AWAY

BUYER

Address: _____

MARRIED PHONE

WIDOW FAX

SINGLE AT CLOSING MAIL AWAY

CONTRACT TERMS

CASH _____ OWNER FINANCE ___ BANK FINANCE____ *CONVENTIONAL VA FHA*

LENDER _____ PHONE _____ FAX _____

CONTACT _____ CELL# _____

APPLICATION DEADLINE_____ COMMITMENT DEADLINE_____ APPROVAL DATE_____

MOBILE HOME: SW_____DW_____ *Processor* _____ *Phone*_____

*Fax*_____

HOME INSPECTION REQUESTED? Yes? No? ORDERED NEEDED BY

COMPANY _____ WHO _____ WILL DO _____

PHONE # RESULTS

HOME WARRANTY _____ COVERAGE AMOUNT $ _____ ORDERED _____ PLAN # _____

APPRAISAL ORDERED NEEDED BY

COMPANY _____ WHO _____ WILL DO _____

PHONE # RESULTS

SURVEY DO YOU WANT ONE? YES____ OR NO ____ ORDERED NEEDED BY

COMPANY _____ WHO _____ WILL DO _____

PHONE # RESULTS

TERMITE DO YOU WANT ONE? YES____ OR NO ____ ORDERED NEEDED BY

COMPANY _____ WHO _____ WILL DO _____

PHONE # RESULTS

TRANSFERRABLE CONTRACT YES ____ or NO ____

INSPECTIONS *FLOOD INSURANCE* _____

*ROOF*____ *SEPTIC* _____ *WELL/WATER*_____

CLOSING DATE _____

TIME _____

UTILITIES:	
CABLE	
ELECTRIC	
PHONE	
WATER	
TRASH	
POOL SERVICE	
LAWN SERVICE	
POA	
TERMITE CONTRACT	

SELLER NOTIFIED _____

BRING: Garage door openers, keys, mail box keys, storage shed keys, and leave warranty info at the house.

CLOSED/FUNDED DATE

_____

CIRCLE:

LOCKBOX VACANT OCCUPIED

COMMENTS/CONCERNS: