

TRANSACTION MANAGEMENT NEW FILE REQUEST
(must be submitted for all new transactions)

Property Address: _____ City: _____
 State: _____ Zip: _____ County: _____
 MLS#: _____ Property Type: _____
 Listing Price _____ Purchase Price: \$ _____
 Year Built: _____ Expire Date: _____
 Listing Date: _____ COE Date: _____
 Contract Date: _____ Buyer Commission %: _____
 Listing Commission %: _____

CONTRACT DETAILS

Select Contract Class: Select Contract Type:

Residential Land New Listing New Build

Rental Commercial Contract – Agent for Seller Buyer Broker Agreement

Contract – Agent for Buyer

Choose all that apply:

Short Sale Investment Property Lead Based Paint On-Site Waste Water - Septic

REO Dual Agency Domestic Well Is there a Referral Agreement

PARTIES TO THIS SURE CLOSE TRANSACTION LOGIN? YES NO

Listing Agent(s): _____ Phone _____

Company Name: _____ Phone _____

Email(s): _____

Buyer Agent(s): _____ Phone _____

Company Name: _____ Phone _____

Email(s): _____

Transaction Manager: _____ Phone _____

Email: _____ Phone _____

Seller Name(s): _____ Phone _____

Address: _____

Email(s): _____ Phone _____

Buyer Name(s): _____ Phone _____

Address: _____

Email(s): _____ Phone _____

Title Company: _____ Phone _____

Escrow Officer(s): _____ Phone _____

Email(s): _____

Mortgage Company: _____ Phone _____

Mortgage Broker(s): _____ Phone _____

Email(s): _____

Other Company: _____ Phone _____

Other Contact(s): _____ Phone _____

Email(s): _____

Submit to office according to company policy

