

PENDING INPUT FORM

TURN IN THIS FORM WITH LISTING FINALIZED CONTRACT
THIS IS A REQUIRED FORM—PLEASE COMPLETE ALL BLANKS AS APPLICABLE

MLS # _____

PROPERTY ADDRESS: _____

CITY: _____ ZIP CODE: _____

FULL PENDING **OR**

ACTIVE W/CONTINGENCY: INSPECTION FINANCING SALE OF HOME SPOUSE APPROVAL OTHER:

ARE THERE ANY REFERRAL FEES DUE? YES NO

REFERRAL / COMMISSION INFORMATION: _____

\$185 TRANSACTION FEE PAID BY: _____ BUYER _____ SELLER _____ AGENT

IF NOT ONE OF OUR LISTINGS, PLEASE ATTACH COPY OF EARNEST MONEY CHECK

BUYERS INFORMATION

LAST NAME _____

FIRST NAME _____

ADDRESS _____

CITY _____

STATE / ZIP _____

SALUTATION FOR CORRESPONDENCE: Dear _____

SELLERS INFORMATION

LAST NAME _____

FIRST NAME _____

ADDRESS _____

CITY _____

STATE / ZIP _____

SELLING AGENT INFO

SALES AGENT _____

CO-SALES AGENT _____

COMPANY _____

COMPANY MLS CODE _____

COMMISSION % _____

COMMISSION BASED ON: SALES PRICE **OR**

LISTING AGENT INFO

LIST AGENT _____

CO-LIST AGENT _____

COMPANY _____

COMPANY MLS CODE _____

COMMISSION % _____

OTHER: _____

CONTRACT INFO

BINDING AGREEMENT DATE _____

CONTRACT AMOUNT _____

EST DATE OF CLOSING _____

ESCROW \$ _____

WHERE ESCROW \$ DEPOSITED _____



REQUIRED PAPERWORK

- _____ COPY OF CONTRACT
- _____ BUYER REPRESENTATION FORM
- _____ CONFIRMATION OF AGENCY STATUS
- _____ COOPERATIVE COMMISSION AGREEMENT
- _____ PROPERTY DISCLOSURE OR EXEMPTION FORM
- _____ LEAD BASED PAINT (IF BUILT BEFORE 1978)
- _____ PERSONAL INTEREST DISCLOSURE (IF APPROPRIATE)
- _____ EARNEST MONEY CHECK OR COPY OF CHECK
- _____ HOME WARRANTY OR WAIVER

PAPER WORK NEEDED / ESTIMATED TURN IN DATE
