

TEAM -SELLER AGENT ORANGE CONTRACT INPUT FORM

Date: _____

Team Leader: _____

Team Agent: _____

PROPERTY INFORMATION
 Street Address _____
 City _____ State _____ Zip Code: _____

Contract Date: _____ Proposed Closing Date: _____

PURCHASER INFORMATION
 Last Name: _____ Spouse: _____
 First Name: _____ Phone: (____) _____ - _____

Earnest Money Held By: ___ RMCR ___ CO-OP ___ Seller Amount: _____ Check#: _____

Deposit Earnest Money Now: ___ Yes ___ No If no, when? _____

If earnest money is not deposited when contract is accepted then deposit date must be specified in the special stips portion of the contract.

CO-OP INFORMATION
 Broker Code: _____ Contract Price: \$ _____
 Agent Last Name: _____ Contract Status: ___ CK ___ CO ___ LP ___ PA
 Agent First Name: _____ Due Diligence Date: ___/___/___
 Agent Phone: _____ Closing Costs _____

REFERRAL COMPANY
 Agent Name _____ Million Dollar Credit ___ 50% ___ Other _____
 Agent Company _____ Total Property Commission: % _____ \$ _____
 Address _____ Listing Commission: % _____ \$ _____
 City _____ State _____ Selling Commission: % _____ \$ _____
 Tax ID _____
 Referral Amount \$ _____
 Listed in FMLS----- ___ Yes ___ No
 Is this a Lead Street lead? ___ Yes ___ No

COMMISSION SPLIT

Total Commission:	_____	_____
FMLS Fee-----:	_____	_____
Referral Fee-----:	_____	_____
	Team Leader	Team Agent
Com %	_____	_____
Dollar Amt	_____	_____
CMN	_____	_____
Office Bill	_____	_____
Invoice	_____	_____
Other\$	_____	_____
Net Check	_____	_____

Original Documents Required To Be On File
NO EXCEPTIONS
 No Commissions Will Be Paid Until File Is Complete

INSTRUCTIONS:
 1. Make a copy of Earnest Money Check
 2. **STAPLE** paperwork in the following order:
 Purchaser Contract Input form, copy of EM, Agency agreement, contract, sellers disclosure
 3. Place paperwork in New Business Box