

Pending Date: _____

Closing Date: _____

CONTRACT INFORMATION SHEET

Required Documents: Copy of Lease Copy of PSA Copy of Invoice

Deal No: _____

Property Type:

Transaction Type: _____

Office Industrial Retail

Value of Contract: _____

Land Investment Other

Est. Close Date: _____

Square Footage: _____

Gross Commission: _____

Commission Rate: _____ List%: _____ Sell%: _____

Deposit Received: _____

Date: _____ By: _____

Lease?: Yes / No Lease Value: _____ Lease Term: _____

Commencement Date: _____ Expiration Date: _____ Renewals?: Yes / No

Date of Notification: _____ Renewal Terms: _____

-----**TRANSACTION INFORMATION**-----

Property Address: _____

City: _____ State: _____ Zip: _____

Tenant/Purchaser: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: _____ Email: _____

Tenant/Purchaser Attorney: _____

Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Landlord/Seller: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: _____ Email: _____

Landlord/Seller Attorney: _____

Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

-----**REFERRAL INFORMATION**-----

Broker Referral:

Office: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Tax ID #: _____

Referral Amount: _____ % Top _____ % List _____ % Sell

Dollar Amount: _____

Agent to Agent Referral:

From: _____

To: _____

Referral Amount: _____ % Top _____ % List _____ % Sell

Dollar Amount: _____

-----**AGENT INFORMATION**-----

Listing Agent 1: _____ % of deal Selling Agent 1: _____ % of deal

Listing Office: _____ Selling Office: _____

Listing Agent 2: _____ % of deal Selling Agent 2: _____ % of deal

Listing Agent 3: _____ % of deal Selling Agent 3: _____ % of deal

Listing Agent 4: _____ % of deal Selling Agent 4: _____ % of deal

Manager Approval: _____ **Date:** _____