

Agent Type: Listing Agent Selling Agent DRE# _____ TC Fee Paid By: Agent Client
Command Username: _____ (Please note: If the client is paying the fee, it must be disclosed on the RLA/RPA)
Command Password: _____

Opening Date: _____ Acceptance: _____ COE: _____
RPA Date/Date of Offer: _____ # of Counter Offer(s): _____ # of Addendum(s): _____
Property Address: _____
Year Built: _____ APN#: _____ MLS#: _____
Sales Price: _____ Closing Cost credit/Concessions by seller? _____ Short Sale? Yes No
Inspection: (____) Due: _____ Appraisal: (____) Due: _____ Loan: (____) Due: _____ Possession: (____) Due: _____
Are there any concurrent escrows? Yes No _____

Listing Agent: _____ Company: _____
Email Address: _____ Cell: _____
Sellers: _____ TC: _____
Seller Contact #: _____ Seller Email: _____
Seller Contact #: _____ Seller Email: _____

Send EI: C/O Agent Via EMAIL: _____ C/O Agent Via hard copy: _____ Disclosures Due: _____
Address: _____

Selling Agent: _____ Company: _____
Email Address: _____ Cell: _____
Buyers: _____ TC: _____

Buyer Contact #: _____ Buyer Email: _____
Buyer Contact #: _____ Buyer Email: _____

Send EI: C/O Agent Via EMAIL: _____ C/O Agent Via hard copy: _____ Disclosures Due: _____
Address: _____

Total Concession: _____% Listing Concession: _____% Selling Concession: _____%
Any Credits from Concession? YES NO TBD \$ _____ from listing agent
Reason for credit: _____ \$ _____ from selling agent

Mentor Name _____ Mentor % _____
Additional fees paid by Buyer: \$ _____ For: _____
Referral Fee? \$ _____ To: _____ (Referral Fee Agreement needed)

Agent #1: _____ Agent #1 %: _____ Agent #2: _____ Agent #2 %: _____

KW Cares Corona: _____ KW Cares International: \$ _____

Escrow Company: _____ Escrow Email: _____
Escrow Phone: _____ Escrow Officer: _____ Escrow #: _____
Title: _____ Title Officer/Rep: _____ **HAS ESCROW BEEN OPENED ALREADY: YES NO

LENDER (if applicable)
Lender: Company: _____ Loan Rep: _____
Email Address: _____ Phone: _____
Appraisal Status: _____ Loan Approval: _____ Loan Type: _____

Is there an HOA? Yes No Name of Park/HOA: _____
Management Co: _____ Phone: _____
Monthly Dues: _____ Delinquent: Yes No Amount: \$ _____
Notes: _____

NHD Co: _____
Termite Responsibility: _____ Report Only: Yes No Section 1: _____ Section 2: _____
Home Warranty Co: _____ Options: _____ Max Cost: \$ _____
Septic: Yes No Solar: Yes No Initiated: Completed: Hero Program: Yes No
Special Instructions: _____