

Wilton Manors

Las Olas

Transaction Submission Form
ALL FIELDS REQUIRED

Please Turn In The Following:

1. Transaction Submission Form.
2. Copy of the Entire Offer or Contract plus addendums.
3. Lead Base Disclosure.
4. Addendums to contract.
5. Tenant/Buyer Transaction Fee - (Required if you are charging the Tenant/Buyer a Transaction Fee or running a Credit Check.)

Date ____ / ____ / ____ Associate _____ MLS# _____ List Price \$ _____

Contract Price \$ _____ Closing Date ____ / ____ / ____

Property Address _____

City _____ State _____ Zip _____ Year Built _____

Buyer _____ Seller _____

Phone _____ Phone _____

Email _____ Email _____

Buyer's Trans. Fee Charged \$ _____ Seller's Trans. Fee Charged \$ _____

CASTELLI LISTING: YES NO Not In MLS Your Commission % _____

Are these the FIRST documents received for this deal? YES NO

STATUS OF TRANSACTION: OFFER LEASE CONTRACT Effective Date ____ / ____ / ____
(Date the last initial or signature was obtained and delivered to the other party)

ESCROW DEPOSIT INFORMATION:

Escrow Letter Requested Date of Request ____ / ____ / ____ Date Letter Sent ____ / ____ / ____

CHECK INFORMATION:

1ST Deposit _____ Date ____ / ____ / ____ 2ND Deposit _____ Date ____ / ____ / ____

WIRE INFORMATION: \$15 Fee per wire received

AMOUNT WIRED \$ _____ DATE WIRED ____ / ____ / ____ NAME OF PERSON WIRING MONEY _____

ESCROW COMPANY

CO-OP BROKER

TITLE COMPANY

Name _____ Name _____ Name _____

Contact _____ Contact _____ Contact _____

Phone _____ Phone _____ Phone _____

Agent ID # _____

Co-op Agent's Commission % _____

Where did your client come from (Circle One): Sphere Advertising Walk-In Leading RE BoomTown Other: _____

Would you recommend this agent join Castelli Real Estate Services? YES NO