



SALES RECAP SHEET

Date of Executed Contract: _____ Projected Closing Date: _____

BDRE Agent: _____

Property Address: _____

City: _____ State: _____ Zip Code: _____

Buyer(s): _____

Seller(s): _____

Commission Percentage to Buy Direct Real Estate: _____

Coop Agent: _____

License #: _____

Coop Agency: _____

Phone #: _____

Please provide the following documentation:

- ☐ Sales Contract
- ☐ Real Property Sales Disclosure
- ☐ Other Addenda and/or Disclosures (as applicable)
- ☐ Copy of Escrow Check(s)
- ☐ Tax Printout

Additional Information:

Title Company: _____ Phone #: _____

Mortgage Company: _____

Loan Officer: _____

Phone #: _____ Email: _____