



Date Received by Admin: _____

LW # _____

UNDER CONTRACT WORKSHEET

Property Address:

Street #: _____
Street Name: _____
City: _____
State: _____ Zip Code: _____
Residential _____ Rental _____ Commercial _____
Lease/Purchase _____

Earnest Money: _____ Held By: _____

Client Buyer/Seller Information (please circle)

Name: _____
Address: _____
City: _____ St: _____ Zip _____
Home Ph: _____ Cell Ph#: _____
E-mail: _____

Is this a Referral? Yes _____ No _____

Referred by (Agent Name): _____
Company: _____
Contact #: _____
Address: _____

TRRG Agent Name:

Listing Office (Circle one)
Selling Corporate / Cascade

FMLS #: _____ Not In FMLS
GaMLS #: _____ Not in MLS

Sales Price: _____

CO-OP Agent Info

Name: _____
Firm: _____
Broker Code: _____
Phone: _____ Fax: _____

TRRG Commission % _____
Offer Date: _____
Binding Date: _____
Closing Date: _____

DO NOT SUBMIT YOUR CONTRACT WITHOUT THE FOLLOWING:

- | | |
|--|---|
| <input type="checkbox"/> Executed Contract | <input type="checkbox"/> Purchaser's Acknowledgement |
| <input type="checkbox"/> Copy of EM | <input type="checkbox"/> Amend. To Remove Insp. Contingency |
| <input type="checkbox"/> Buyer's Exhibit to Agrmt. | <input type="checkbox"/> Temporary Occ. Agreement |
| <input type="checkbox"/> Buyer Loan Approval Letter | <input type="checkbox"/> Termite Letter (if applicable) |
| <input type="checkbox"/> Agency Agreement | <input type="checkbox"/> Home Warranty |
| <input type="checkbox"/> Commission Agreement | <input type="checkbox"/> Seller's Property Disclosure |
| <input type="checkbox"/> Insp. Rider (New Const. Only) | <input type="checkbox"/> Under Contract Letter |
| <input type="checkbox"/> Assoc./Assessment Exhibit | <input type="checkbox"/> Lead Based Paint Exhibit (Mandatory for properties built before 1978) |

***** Lead Based Paint Info Required:
Date Property was built? _____

Robinson Rewards	To Rob?
Name: _____	
Address: _____	
City _____ St. _____	
Zip _____	
Referral #	1 2 3 4 5 6

****NOTE: There will be a \$150 penalty for turning in an Under Contract and Closing at the same time!
There will be a 7 day turn-around time on commission checks from the date the transaction is turned in.

Exception: If the closing date is 7 business days from the binding date.

****NOTE: All Transactions must be turned in to Admin within 48 hours of closing. The penalty for turning in a late transaction (after the 48 hour deadline) is \$150.

PERSONAL TRANSACTIONS		
*You are required to notify TRRG of any transactions you are personally tied to.		
*You are eligible for 2 personal transactions per year at 100% commission <u>if your earnings meet production standards.</u>		
Is this a: Personal Residence _____	Investment Property _____	Relative's Property _____
Is this your: 1st Personal Trans. _____	2nd Pers Trans. _____	(Only select if receiving 100% Comm.)

*Note: All commissions under \$750 are not subject to the commission split but are subject to a \$75 processing fee.

For Office Use Only:

_____ Enter in LW	_____ Change FMLS/MLS Status
_____ Enter in Sales Book	_____ Make Copy of EM Check
_____ Fax FMLS Form #117	_____ Deposit EM