

**EXCLUSIVELY
PREVIEW NW
PROPERTIES, LLC**

Property Address: _____ City _____ Zip: _____
 Date of Sale: _____ Mutual Accept Date: _____ Close Date: _____ MLS#: _____
 Sale Price: \$ _____ List Price: \$ _____ EM: \$ _____
 Total commission: % _____ /\$ _____ SOC: % _____ /\$ _____ LOC: \$ _____ % _____
 Referral Company/Name: _____ Address: _____ Amount Due: _____
 Commission Plan 100% 90/10% 80/20% 70/30% 60/40% Company Generated Lead: Yes No

<p style="text-align: center;">Selling Office Information</p> <p>Selling Agent: _____ Office #: _____ Office Name: _____ Address: _____ _____ Agent Email: _____ Phone: _____ Cell: _____ Fax: _____</p>	<p style="text-align: center;">Listing Office Information</p> <p>Listing Agent: _____ Office #: _____ Office Name: _____ Address: _____ _____ Agent Email: _____ Phone: _____ Cell: _____ Fax: _____</p>
<p style="text-align: center;">Buyer Information</p> <p>First/Last Name: _____ Address: _____ _____ Email: _____ Phone (Home): _____ Phone (Work): _____</p>	<p style="text-align: center;">Seller Information</p> <p>First/Last Name: _____ Address: _____ _____ Email: _____ Phone (Home): _____ Phone (Work): _____</p>

Prop. Type Res: Condo: Land: Comm: Mobil: Financing: Conv: VA: FHA: CASH: Assume: Other:
 Contingent: Yes No Bump Days: _____ Expiration Date: _____
 Contingent Property Address: _____

ALL INFORMATION IS REQUIRED
Escrow Company Name: _____ Address: _____ Phone: _____ Fax: _____ Email Address: _____
Mortgage Company Name: _____ Address: _____ Phone: _____ Fax: _____ Email Address: _____
Title Company Name: _____ Address: _____ Phone: _____ Fax: _____ Email Address: _____

Do you have a Financial Interest in this Transaction: Yes No

1. If YES, you must be on a 100% commission plan, or make special arrangements in order to alter commissions
2. Did you disclose that you are a licensed Agent? Yes No

Agent Responsibilities – Check off the items you have done

- Turn in EM, Addendums, Forms, Purchase and Sale, related paper to the office by 2:00PM
- Open Escrow by faxing completed purchase and sale.
- If you are the listing agent change the status with the NWMLS and Notify your office staff
- Make sure to forward to Preview and Escrow any additional paperwork that is to be included in file.
- Keep a copy of everything turned into Preview for your own records.

Remarks: _____

Agent Signature: _____ Date Turned In: _____

Agents fill in if EM is deposited with: <input type="checkbox"/> Escrow <input type="checkbox"/> Receipt <input type="checkbox"/> Seller <input type="checkbox"/> Form 89 <input type="checkbox"/> Other <input type="checkbox"/> PPI#1	<p style="text-align: center; color: red;">Office Use ONLY!</p> Amount of EM: \$ _____ Date Deposited _____ By: _____ Type: _____ Due & Payable ON: _____ Check NO: _____ Office _____
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