

Closing Instructions – MUST BE FULLY COMPLETED BEFORE A CDA CAN BE CREATED

CLOSING INSTRUCTIONS ARE NOW ENTERED INSIDE YOUR TRANSACTION

Other Information	
Year Built 1996	Home Warranty Paid by Seller X
Agent Owned - May Affect Error Omissions Yes X	FSBO - Must Have Agreement No X
Flat Fee Commission-Must Have Agreements Seller Pays X	Lender Company Name Cash
Seller Side Commission - If Receiving 3	Buyer Side Commission - Enter 0 if none 3
Revised CDA -Close Date Change Yes X	Revised CDA Details or New Close Date Price reduced to \$235,000
Referral percent-Must Have Agreement 25	Transaction ID - Admin Use Only 999999

- 4 Contacts ©		Order Added	+ Add Contact
Jason Jones, seller	jones@sellside.com		
Mary Smith, Buyer #1 N/A	msmith@buyside.com		
Buyer is a referral from Tom Smith (high school friend)			
Danny Park, Lender - Buyer nbkc	danny.park@nbkc.com	800-530-5912	
Jane Doe, Title - Seller Security 1st	JDoe@Sec1st.com	888-555-1212	

Property
City: _____
Earnest
Dates: _____
Conting
Pending
MLS# _____

Seller T
Address: _____
City: _____
Escrow
Closer E
Ph# _____

Listing
Address: _____
City: _____
Ph# _____
Agent(s)
Email: _____

Seller(s)

Present
City: _____
Ph# _____
Email: _____

Comm

Total Co
(Purchase Price) OR \$ _____ (if different)
Listing Office _____% or Flat Fee \$ _____
Sales Office _____% or Flat Fee \$ _____
Bonus \$ _____

FFC \$495 Paid By: Seller ☐ Buyer ☐ Agent ☐

Notes: _____

Per the Independent Contractor Agreement, you must charge a minimum commission. You will want to make sure you are covering your FFC & E&O and any commission you are charging.

Please Note: This document must be FULLY completed and showing same amounts as per executed Buy/Sell Agreements. Revised Closing Instructions are necessary for any changes.

Agreement
25

Only
999999

Ph# _____ Fax _____

Selling Company: _____

Address: _____

City: _____ ST: _____ Zip: _____

Ph# _____ Fax _____

Agent(s): _____

Email: _____