Transaction Summary Sheet



Sale Details

Address: _____ City: _____ Zip: _____

MLS #: _____ Sale Price: $ _____ Mutual Acceptance Date: _____

Seller and Buyer Contract Info

Seller: _____

Mailing Address: _____

City, State, Zip: _____

Home # _____ Cell # _____

E-mail: _____

2nd E-mail: _____

Buyer: _____

Mailing Address: _____

City, State, Zip: _____

Home # _____ Cell # _____

E-mail: _____

2nd E-mail: _____

Contract Timelines

- Mutual acceptance:
- Buyer's deadline to deposit earnest money:
- Buyer's neighborhood review contingency expires:
- Buyer's deadline to submit loan application:
- Seller's deadline to deliver form 17:
- Seller's deadline to provide lease agreements:
- Buyer's title review contingency expires:
- Buyer's home inspection contingency expires:
- Buyer's feasibility contingency expires:
- Buyer's well inspection contingency expires:
- Seller's deadline to provide septic records & report:
- Seller's deadline to provide condo re-sale certificate:
- Seller's deadline to deliver HOA docs:
- Buyer's HOA review contingency expires:
- Buyer's home sale contingency expires:
- Seller may request buyer to remove their financing contingency:
- Sale closing date:
- Buyer takes possession:

Important Contacts

Listing Agent: _____

Company: _____

Cell #: _____

Office #: _____

E-mail: _____

Document Delivery: _____

Assistant Email: _____

Selling Agent: _____

Company: _____

Cell #: _____

Office #: _____

E-mail: _____

Document Delivery: _____

Assistant Email: _____

Escrow Agent: _____

Company: _____

Office #: _____

E-mail: _____

Assistant Email: _____

Lender: _____

Company: _____

Office #: _____

E-mail: _____