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**CANCELLATION INPUT FORM**

**MLS#:** Click here to enter text.

**PROPERTY ADDRESS:** Click here to enter text.

**CITY:** Click here to enter text. **TN ZIP:** Click here to enter text. **COUNTY:** Click here to enter text.

**Agent Name:** Click here to enter text. **Sale Agent ID:** Click here to enter text.

**Buyer/Seller Name:** Click here to enter text. **PH#:** Click here to enter text.

**Binding Date on Release of Purchase and Sales Agreement:**Click here to enter text.

**Earnest Money Being Held:** **[ ]  Y** **[ ]  N**

**Being Held By:** Click here to enter text. **Amount of Earnest Money: $**Click here to enter text.

 **ALL REQUIRED DOCUMENTS MUST BE SUBMITTED FOR THE AGENT TO RECEIVE PAYMENT**

|  |  |  |
| --- | --- | --- |
| AgentInitials | Check List – **All Required Documents Must be Submitted** | Officeinitials |
| [ ]  | RF481 Earnest Money Disbursement and Release of Purchase and Sales Agreement (Executed by all parties & brokers) |  |
| [ ]  | Copy of Released EM Check |  |
| [ ]  | RF656 Notification form (if applicable) |  |
| [ ]  | Other documents: |  |
| [ ]  | **LISTING AGENT ONLY MLS showing “ACTIVE”** **(must be completed within 72 hrs.) MLS Penalty $100 fine first offence $250 for each occurrence going forward\*** |  |