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**SALES 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.

**Sales Price:** Click here to enter text. **Closing Date:** Click here to enter text.

**Binding Date:** Click here to enter text. **Commission Rate:** Click here to enter text.

**Listing Agent Name:** Click here to enter text. **List Agent ID#:** Click here to enter text.

**Listing Office Name:** Click here to enter text.

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

**Selling Office Name:** Click here to enter text.

**Buyers/Sellers Name:** Click here to enter text. **PH#** Click here to enter text.

**Referral:** **[ ] Y** **[ ]  N Referral to:** Click here to enter text. **Amount:** Click here to enter text.

**Earnest Money Held by TREF:** **[ ]  Y** **[ ]  N Earnest Money Amount:** Click here to enter text.

|  |  |  |
| --- | --- | --- |
| AgentInitials | Check List – **All Required Documents Must be Submitted** | Officeinitials |
| [ ]  | Pre-Approval Letter  |  |
| [ ]  | RF401 Purchase and Sale Agreement + RF651 Counter Offers ( if counter offers are applicable) or RF404 Lot/Land Purchase and Sale Agreement |  |
| [ ]  | RF625 VA/ FHA Loan Addendum (if applicable) |  |
| [ ]  | RF302 Confirmation of Agency (as required by TN State Law) |  |
| [ ]  | RF304 Disclaimer Notice |  |
| [ ]  | RF201 TN Residential Property Condition Disclosure OR RF203 Exemption |  |
| [ ]  | RF141 Buyer Agency Agreement (if you represent the Buyer) |  |
| [ ]  | RF305 Personal Interest Disclosure (if applicable) |  |
| [ ]  | RF209 Lead Based Paint Disclosure (only if built before 1978) |  |
| [ ]  | RF207 Impact Fees Of Adequate Facilities Taxes Disclosure (New Construction) |  |
| [ ]  | Copy Of Trust Money (earnest money) |  |
| [ ]  | RF702 Compensation Agreement Between Listing & Selling Broker (if applicable) |  |
| [ ]  | RF712 Get a Home Inspection |  |
| [ ]  | Septic Letter (if applicable)/RF208 Subsurface Sewage Disposal System Permit Discl. |  |
| [ ]  | Click here to enter text. |  |
| [ ]  | Click here to enter text. |  |

**\*LISTING AGENT, Please make sure that the listing is in PENDING within 72 Hrs once a Purchase Contract is accepted\* MLS PENALTY $100 fine first offence $250 for each occurrence going forward\***