

Realty Advantage Transaction Cover Sheet

****Must be completed for files to be processed and commissions paid****

_____ Buyer Client _____ Seller Client
_____ Rental – Landlord Client _____ Rental – Tenant Client

Date: _____	Agent: _____
Property Address: Street _____	
City _____	State _____ Zip _____
MLS # _____	
List Price: _____	Sales Price: _____
Date of Ratification: _____	Settlement Date: _____

- **Related Party or Financial Interest?** ___ Yes or ___ No
If so, must disclose this fact in listing agreement (and MLS)/buyer broker, and in Contract Addenda
- Is Realty Advantage holding EMD? (MD/DC/VA only. We do not hold Florida Escrows.)
___ Yes (***If larger than \$20k, MUST be certified funds***)
or ___ No (*must include Escrow Agreement if MD/DC/VA title company*)
- Is this a short sale? ___ Yes or ___ No
- Built prior to 1978? ___ Yes or ___ No
- Is there an HOA/COA/Co-op? ___ Condo ___ HOA ___ Co-op ___ None
- Does Dual Agency apply? ___ Yes or ___ No
If so, what agent is representing the other party? _____
- Is there an unrepresented party? ___ Yes or ___ No
If so, must provide agency disclosure to unrepresented party. In MD 1 agent cannot represent both parties.
- Home Warranty was ___ Accepted or ___ Declined by client (*whether paid by buyer or seller*)

If applicable/available, provide:

Split to Other RA Agent (if applicable): \$ _____ to _____

Referral/Rental Commission to Other Broker Office (if applicable): \$ _____

Broker Name: _____

Agent Name: _____

Attach referral agreement and Broker's W-9 (please indicate if mailing address will be different)

Settlement Co. Contact Info: _____

Mortgage Co. Contact Info: _____

