

# Transaction Sheet

## PROPERTY INFORMATION

Address \_\_\_\_\_ Purchase price \$ \_\_\_\_\_

## LISTING AGENT

Listing agent name \_\_\_\_\_ Commission percentage \_\_\_\_\_ % Amount \$ \_\_\_\_\_

Property address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

## BUYERS AGENT

Buyers agent name \_\_\_\_\_ Commission percentage \_\_\_\_\_ % Amount \$ \_\_\_\_\_

Property address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**ACCEPTED CONTRACT DATE** \_\_\_\_\_ **SCHEDULED CLOSING DATE** \_\_\_\_\_

## BUYERS

Buyer #1 \_\_\_\_\_ Buyer #2 \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

## SELLERS

Seller #1 \_\_\_\_\_ Last 4 SSN \_\_\_\_\_ Seller #2 \_\_\_\_\_ Last 4 SSN \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

## EXISTING LOAN INFORMATION

1<sup>st</sup> Mortgage \_\_\_\_\_ Loan number \_\_\_\_\_

Phone \_\_\_\_\_ SSN \_\_\_\_\_ Additional details \_\_\_\_\_

2<sup>nd</sup> Mortgage \_\_\_\_\_ Loan number \_\_\_\_\_

Phone \_\_\_\_\_ SSN \_\_\_\_\_ Additional details \_\_\_\_\_

## HOMEOWNER'S ASSOCIATION

Management company \_\_\_\_\_

Should North American Title order CIC documents at the seller's expense? Yes  No

## NEW LENDER INFORMATION

Company \_\_\_\_\_ Contact \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

## TITLE COMPANY

Company \_\_\_\_\_ Address \_\_\_\_\_

Date ordered \_\_\_\_\_ Commitment due date \_\_\_\_\_

Closer \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ *(Seller's proceeds will be wired. Please provide wiring instructions to the escrow officer.)*



### CLIENT CARE DEPARTMENT

o: 303.316.3400

e: ClientCareCO@nat.com

www.nat.com/colorado

©2014 North American Title Group and its subsidiaries.  
All Rights Reserved. North American Title Group and its  
subsidiaries are not responsible for any errors or omissions,  
or for the results obtained from the use of this information.  
| C014-4809 R 06-02-14