

T # _____



For Internal Use Only

CLOSING WORKSHEET

ER File # _____

Commission # _____

ERT File # _____

EDINA LISTING MLS LISTING

EDINA REALTY BRANCH OFFICE # _____

SELLERS CLOSER/TITLE CO. _____ PHONE _____

BUYERS CLOSER/TITLE CO. _____ PHONE _____

CLOSING DATE _____

MLS LISTING # _____

Contingent on Sale of Buyers Home? Yes No

SALE PRICE _____ POINTS/MONEY PD. BY SELLER _____

ADDRESS	CITY	COUNTY	STATE	ZIP+4
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PID	LEGAL DESCRIPTION
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<input type="checkbox"/> EARNEST MONEY AMOUNT \$ _____	<input type="checkbox"/> EARNEST MONEY CHECK GIVEN BUILDER/ _____	
<input type="checkbox"/> NOTE DUE AMOUNT \$ _____	<input type="checkbox"/> BUYER'S INT. BEARING ACCT. (FORM ER 102 ATTACHED)	
	<input type="checkbox"/> BROKER'S TRUST ACCOUNT	

TITLE	ABSTRACT OR TORRENS# _____	LOCATION OF ABSTRACT IF APPLICABLE <input type="checkbox"/> EDINA REALTY TITLE <input type="checkbox"/> OTHER TITLE COMPANY <input type="checkbox"/> AGENT <input type="checkbox"/> SELLER <input type="checkbox"/> NONE <input type="checkbox"/> OTHER _____	PRIOR TITLE INSURANCE PRIOR COMPANY _____ POLICY # _____
	MAY ERT CONTACT SELLER? <input type="checkbox"/> YES <input type="checkbox"/> NO		
<input type="checkbox"/> CONDO	NAME OF ASSOCIATION _____	FAX NO.: () _____	WELL <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> TOWNHOUSE	ADDRESS: _____	PHONE NO.: () _____	
<input type="checkbox"/> C.I.C.			

SELLERS	SELLERS NAME: _____	PHONE	OFFICE: () _____
	SS#: _____		RES: () _____ <input type="checkbox"/> UNLISTED <input type="checkbox"/> CURRENT <input type="checkbox"/> FORWARDING
	<input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> DIVORCED <input type="checkbox"/> SEPARATED <input type="checkbox"/> WIDOWED		E-MAIL: _____

SELLERS	SELLERS NAME: _____	PHONE	OFFICE: () _____
	SS#: _____		RES: () _____ <input type="checkbox"/> UNLISTED <input type="checkbox"/> CURRENT <input type="checkbox"/> FORWARDING
	<input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> DIVORCED <input type="checkbox"/> SEPARATED <input type="checkbox"/> WIDOWED		E-MAIL: _____

SELLER AT CLOSE <input type="checkbox"/> YES <input type="checkbox"/> NO	SELLER PRESIGN <input type="checkbox"/> YES <input type="checkbox"/> NO	SELLERS CURRENT ADDRESS	SELLERS FORWARDING ADDRESS
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PRESENT FIRST MORTGAGE AT? <input type="checkbox"/> FHA <input type="checkbox"/> V.A. <input type="checkbox"/> CONV.	LOAN NUMBER	PHONE NO. () _____
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SECOND MORTGAGE AT/CREDIT LINE/HOME EQUITY LOAN	LOAN NUMBER	PHONE NO. () _____
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CONTRACT FOR DEED HOLDER - ATTACH COPY OF C/D	C/D HOLDER ADDRESS	PHONE NO. () _____
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TYPE OF FINANCING – RESIDENTIAL ONLY CASH C/D ASSMP. CONV. FHA VA <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	LENDER	PHONE NO. () _____
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EXISTING NEW CONSTRUCTION VACANT LAND COMMERCIAL <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	LOAN OFFICER/PROCESSOR	FAX NO. () _____
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BUYERS	BUYERS NAME: _____	PHONE	OFFICE: () _____
	SS#: _____		RES: () _____ <input type="checkbox"/> UNLISTED <input type="checkbox"/> CURRENT <input type="checkbox"/> FORWARDING
	<input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> DIVORCED <input type="checkbox"/> SEPARATED <input type="checkbox"/> WIDOWED		E-MAIL: _____

BUYERS	BUYERS NAME: _____	PHONE	OFFICE: () _____
	SS#: _____		RES: () _____ <input type="checkbox"/> UNLISTED <input type="checkbox"/> CURRENT <input type="checkbox"/> FORWARDING
	<input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> DIVORCED <input type="checkbox"/> SEPARATED <input type="checkbox"/> WIDOWED WILL BUYER RESIDE IN PROPERTY? <input type="checkbox"/> YES <input type="checkbox"/> NO		E-MAIL: _____

PRESENT ADDRESS	BUYER <input type="checkbox"/> WILL <input type="checkbox"/> WILL NOT BE AT CLOSING
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T # _____



CLOSING WORKSHEET

PROPERTY ADDRESS _____

DOES THIS TRANSACTION INCLUDE HOME WARRANTY? _____

YES NO IF YES, CONFIRMATION # _____

HOME WARRANTY PAID BY: _____

SELLER BUYER AGENT

P.A. FINAL ACCEPTANCE DATE _____	SALE PRICE COMMISSION BASED ON _____	GROSS COMMISSION % _____
		MLS % _____

NOTE: FOR IN-HOUSE TRANSACTIONS, SPLIT WILL BE 55/45 OR MLS PUBLISHED, WHICHEVER IS GREATER

COMMISSION ADJUSTMENT FORM ATTACHED - ER 916

LISTING ASSOCIATE: EDINA REALTY MLS CO-OP

_____ (NAME)	_____ (COMPANY)	_____ %
_____ (ASSOC. # IF EDINA AGENT)	_____ (BRANCH ADDRESS)	
	_____ (CITY, ZIP CODE)	
	() _____ (MAIN OFFICE PHONE #)	

_____ (NAME)	_____ (COMPANY)	_____ %
_____ (ASSOC. # IF EDINA AGENT)	_____ (BRANCH ADDRESS)	
	_____ (CITY, ZIP CODE)	
	() _____ (MAIN OFFICE PHONE #)	

FOR EACH SIDE

RELOCATION DEPT. INVOLVED? YES NO

WEB SITE REFERRAL? YES NO

PERSONAL TRANSACTION FOR AN AGENT? YES NO

IF MORE THAN ONE SALES ASSOCIATE, GIVE SPLIT BETWEEN SALES ASSOCIATES. (50%/50%, 70%/30%, ETC.)
COLUMN MUST TOTAL 100% FOR LISTING SIDE AND 100% FOR SELLING SIDE

COMMISSIONS

SELLING ASSOCIATE: EDINA REALTY MLS CO-OP

_____ (NAME)	_____ (COMPANY)	_____ %
_____ (ASSOC. # IF EDINA AGENT)	_____ (BRANCH ADDRESS)	
	_____ (CITY, ZIP CODE)	
	() _____ (MAIN OFFICE PHONE #)	

_____ (NAME)	_____ (COMPANY)	_____ %
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	() _____ (MAIN OFFICE PHONE #)	

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OTHER COMPANY REFERRAL:

LIST REFERRAL:

_____ (NAME)	_____ (COMPANY)	_____ % (LIST)
	_____ (ADDRESS)	
	_____ (CITY, ZIP CODE)	
	() _____ (MAIN OFFICE PHONE #)	

SALE REFERRAL:

_____ (NAME)	_____ (COMPANY)	_____ % (SALE)
	_____ (ADDRESS)	
	_____ (CITY, ZIP CODE)	
	() _____ (MAIN OFFICE PHONE #)	

MANAGERS SIGNATURE _____ DATE _____

