

kw INNOVATION TRADE RECORD SHEET

This sheet must be completed in full and submitted into KW Command. Incomplete trade records will not be processed. Fields marked * are mandatory; you must fill out each side of the transaction (referrals excepted).

PROPERTY INFORMATION

*Property Address:		*MLS#	
*Property Type:		Do not leave field blank - if you do not know MLS, enter "unknown"	
e.g. house, condo, lease, commercial, land/lot, other			

DEAL INFORMATION

*Offer Date (MM/DD/YY):		*Close Date (MM/DD/YY):	
*SELLING/SOLD PRICE:		*Status (Firm/Cond):	
If the offer is conditional, please indicate <u>condition due dates</u> below (MM/DD/YY)			
Financing	Insurance	Inspection	Sale Buyer's Prop.
Status Certificate	Other		
Notes:			
*Is deposit held by Keller Williams Innovation (Y/N)?		You must submit a Schedule B for all deposits held by KWIR.	
Deposit amount \$:			
Would you like us to send documents to your clients lawyer? (Y/N)?			
Listings only: Please indicate if you would like us to notify WRAR of sale:			

Documents and invoices are only sent to lawyer once deal is firm and deposit to KWIR (where applicable) is confirmed received. It is your responsibility to ensure that these have been received/client contact with lawyer has been established.

*Seller(s):		*Buyer(s):	
Lawyer Information (can submit separately in command):		Lawyer Information (can submit separately in Command):	
Name:		Name:	
*Firm:		*Firm:	
*Phone:		*Phone:	
Email:		*Email:	
LISTING BROKERAGE		BUYING/CO-OP BROKERAGE	
Agent Name:		Agent Name:	
*Brokerage:		*Brokerage:	
*Brokerage Ph#:		*Brokerage Ph#:	
*Commission %:		*Commission %:	
For KWIR agents, please enter name(s) and split(s):		For KWIR agents, please enter name(s) and split(s):	
NAME	SPLIT %	NAME	SPLIT%

Referral 1	Referral 2
Agent:	Agent:
Brokerage:	Brokerage:
Side (List/Buy):	Side (List/Buy):
Phone:	Phone:
% of comm:	% of comm:

It is your responsibility to ensure that referrals are entered at the time of submission for deal paperwork and necessary documentation (i.e. referral agreement is provided).

If you are the listing agent: As per MLS Rules, I acknowledge that I have notified my Real Estate Board of this sale within 48 hours, or I have asked administration to notify the board within 24 hours.

Signature: _____