

STANDARD SALE WORKSHEET

Approximate Closing Date: \_\_\_\_\_ Sales Price: \_\_\_\_\_

Seller: \_\_\_\_\_ APN: \_\_\_\_\_

Buyer: \_\_\_\_\_

Property Address: \_\_\_\_\_

Title Company: \_\_\_\_\_ Order Opened: \_\_\_\_\_

1<sup>st</sup> Lien Holder: \_\_\_\_\_ Approximate Amount: \$ \_\_\_\_\_

2<sup>nd</sup> Lien Holder: \_\_\_\_\_ Approximate Amount: \$ \_\_\_\_\_

Commission to \_\_\_\_\_ (listing) % = \$ \_\_\_\_\_

Commission to \_\_\_\_\_ (selling) % = \$ \_\_\_\_\_

1<sup>st</sup> Monthly HOA Dues: .....\$ \_\_\_\_\_

2nd Monthly HOA Dues: .....\$ \_\_\_\_\_

Delinquent HOA Dues (if any): .....\$ \_\_\_\_\_

Who Pays HOA Transfer Fee: \_\_\_\_\_ Approximate Amount: \$ \_\_\_\_\_

Who Pays HOA Document Fees: \_\_\_\_\_ Approximate Amount: \$ \_\_\_\_\_

Current Property Tax Amount: .....\$ \_\_\_\_\_

Delinquent Property Taxes: .....\$ \_\_\_\_\_

Who Pays Home Protection: \_\_\_\_\_ Approximate Amount: \$ \_\_\_\_\_

Who Pays Zone Disclosure: \_\_\_\_\_ Approximate Amount: \$ \_\_\_\_\_

Who Pays Documentary Transfer Tax: \_\_\_\_\_

Who Pays for Pest Inspection: \_\_\_\_\_ Approximate Amount \$ \_\_\_\_\_

Who Pays for Completion: \_\_\_\_\_ Approximate Amount \$ \_\_\_\_\_

Seller Credit to Buyer for Closing Costs: .....\$ \_\_\_\_\_

Owner Occupied or NON Owner Occupied Property: \_\_\_\_\_

Email address or fax number to send the Estimated HUD when complete: \_\_\_\_\_

Estimated HUD requested by: \_\_\_\_\_