

CBD's Transaction Light Coordinator

Purchase and Sale Agreement Transaction Guide

Use for ALL Sales (Not Listings)

(*Mandatory fields)

*CBD Broker Name: _____ CBD Co-Broker Name: _____

*MLS#: _____ *Date of Mutual Acceptance: _____

*Name of Client: _____ Email for Client: _____

Name of 2nd Client: _____ Email for 2nd Client: _____

*SOC = _____ and / or *LOC _____

* Escrow Company: _____ Branch City: _____

*Escrow Contact Name: _____ *Email _____

*Do you want your client to be invited to the "Client Portal" Yes No

CBD Office Referral (20%): Yes No

CBD Broker Concessions: (Check all that apply) Buyer credit \$ _____

Seller credit \$ _____

Broker Referral

Referral Office Name: _____ Agent: _____

Referral % _____ Address _____ City _____ State _____ Zip _____

Home Warranty: (Paid by CBD Broker) Name of Warranty Company: _____

(If AHS, Transaction Center will place order for you.) *Invoice needed for all other Warranties before closing.*

Broker's Responsibility:

- 1) Fill in all the mandatory fields above.
- 2) Turn in this form with the initial Purchase Agreement.
- 3) Turn in all mutually accepted contracts/addendums/follow-up paperwork to CBD before the end of the 2nd business day after mutual acceptance.
 - a. Accepted delivery methods:
 - i. Email: TLC-Sale@CBDanforth.com
 - ii. Fax: 253-838-0760 or 206-420-4367
 - iii. Hand deliver to the front desk
 - iv. Scan at any of our three offices to: TLC-Sale@CBDanforth.com

CBD's Responsibilities (within 2 business days of receipt)

- 1) Input all available data into the "deal sheet" of LoneWolf-Loading Docs.
- 2) Upload all received documents to the clipboard in Loading Docs.
- 3) Upload all received documents into the transaction file.
- 4) Add your clients contact information into your Wolf Connect Contact Management system.
- 5) Turn on or off the Client Portal for this transaction. If on, then this allows your clients web based access to select completed documents in WolfConnect.

Terms of this Agreement:

By choosing to turn in your transaction using this form, you are agreeing to pay the \$100 fee to CBD for processing this transaction from start to finish (finish=closing or the deal dying via contingencies or time lapse). The \$100 fee will be assessed on the 1st of the month following the date initial paperwork is received from CBD Broker.