



# SALES DEAL SHEET

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

**Seller**

Name: \_\_\_\_\_

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

Email: \_\_\_\_\_

Home: \_\_\_\_\_ Cell: \_\_\_\_\_

**Seller's Attorney**

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

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

Email: \_\_\_\_\_

Office: \_\_\_\_\_ Fax: \_\_\_\_\_

**Management Firm (Seller)**

Firm: \_\_\_\_\_

Acct Exec: \_\_\_\_\_

Office: \_\_\_\_\_

Email: \_\_\_\_\_

**Seller's Broker**

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

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

Email: \_\_\_\_\_

Office: \_\_\_\_\_ Fax: \_\_\_\_\_

Agent's License #: \_\_\_\_\_

Firm License #: \_\_\_\_\_

**Deal Information**

CO-OP  CONDO  OTHER

Corp/Condo Name: \_\_\_\_\_

Share/Common Elements: \_\_\_\_\_

Inclusions: \_\_\_\_\_

Exclusions: \_\_\_\_\_

Purchase Price: \_\_\_\_\_

Maintenance/Common Charges: \_\_\_\_\_

Assessment: \_\_\_\_\_

Apt #: \_\_\_\_\_ Date: \_\_\_\_\_

**Buyer**

Name: \_\_\_\_\_

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

Email: \_\_\_\_\_

Home: \_\_\_\_\_ Cell: \_\_\_\_\_

**Buyer's Attorney**

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

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

Email: \_\_\_\_\_

Office: \_\_\_\_\_ Fax: \_\_\_\_\_

**Management Firm (Buyer)**

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

Closing Agent: \_\_\_\_\_

Fax: \_\_\_\_\_

**Buyer's Broker**

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

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

Email: \_\_\_\_\_

Office: \_\_\_\_\_ Fax: \_\_\_\_\_

Agent's License #: \_\_\_\_\_

Firm License #: \_\_\_\_\_

Financing: YES  \$/%  NO

Closing Date: \_\_\_\_\_

Flip Tax: \_\_\_\_\_

Contingencies: \_\_\_\_\_

Commission: \_\_\_\_\_

Seller's Agent: \_\_\_\_\_

Buyer's Agent: \_\_\_\_\_

Deal #: \_\_\_\_\_

Misc. Comments: \_\_\_\_\_

