



EXPECTED CLOSE DATE

TRANSACTION FILL IN SHEET

WHICH COMPANY ARE YOU WITH ? **YOUR CONTRACT MUST HAVE CORRECT COMPANY**

- HIGHLIGHT REALTY (REALTORS WITH MLS ACCOUNTS)
 HIGHLIGHT REALTY NETWORK (AGENTS THAT ARE NOT REALTORS NO MLS ACCOUNT)

HIGHLIGHT AGENT NAME

PROPERTY ADDRESS

OTHER COMPANY NAME

OTHER AGENT NAME

OTHER AGENT PHONE #

OTHER AGENT EMAIL

CHECK ONE RENTAL
 TRADITIONAL SALE
 SHORT SALE
 REO SALE

IS THIS YOUR LISTING YES NO

WHO IS HOLDING ESCROW ?

PHONE #

EMAIL

PHONE #

IF HIGHLIGHT REALTY HOLDING ESCROW TRACKING #

OFFICE USE

CONTRACT DATE / /

EMAIL ESCROW VERIFICATION DATE / /

NAME OF PERSON CERTIFYING _____

SIGNATURE _____