

July 23, 2021

REPORTING SALES ON STATUS CHANGE FORM 4139

We are getting a lot of sales that are being completed incorrectly. The Sale firm is the name of the firm that is representing the buyer. The Sale broker is the name of the broker representing the buyer. Additional List and Sale Firms and Brokers is for the second list and sale agent. Also, the only options for Finance are the ones shown. If you select other, please put the type of financing in the Agent Remarks.

	How Sold R							
	Pending Date R	mm/dd/yyyy		0				
	Closed Date R	mm/dd/yyyy		•				
	Sold Price R		, 000					
	Selling Agent 1 R	This is the	Agent repre	senting the b	uyer			
	Sell Team							
☐ SALE CLOSED *Sale Price \$								
*S	ale Firm <u>Firm repr</u>	r	*(Sale Broker	Broker r	representing buyer		
*Fi	inancing (Check o	one)	FHA	\square VA		VNC	☐ CONTRACT	-
			ASSUMP	☐ CASH	□ 01	THER <	Any additional info r	nust
*Additional List/Sale Firms/Brokers (i.e. 2 nd broker) be put in Agent Remarks								
List Firm(s): Additional Firm representing seller List Broker(s): Additional Broker representing seller								ller
Sa	ıles Firm(s): <u>Additi</u>	ional Firm repr	esenting buy	<mark>/er</mark> Sales	Broker(s): <u>/</u>	dditiona	l Broker representing I	buyer
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GRID MAP ONLINE

Are you having trouble finding the correct grid for the property you are listing? Remember the grid map and area maps are available online. Just select the Maps button on the home page and then choose the map you need.





