

**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**

Closed Date **R**

Sold Price **R**  ,

Selling Agent 1 **R**

Sell Team

**SALE CLOSED** \*Sale Price \$

\*Sale Firm  \*Sale Broker

\*Financing (Check one)  FHA  VA  CONV  CONTRACT  
 ASSUMP  CASH  OTHER Any additional info must be put in Agent Remarks

\*Additional List/Sale Firms/Brokers (i.e. 2<sup>nd</sup> broker)

List Firm(s):  List Broker(s):

Sales Firm(s):  Sales Broker(s):

\*\*\*\*\*

**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.

