BERKELEY HILLS REALTY

Preliminary Terms of Sale & File Cover Sheet

Property_____

☐SFR ☐Condo/PUD ☐ Income ☐REO ☐Short Sale ☐Probate

Client(s)_____ ☐ Buyer(s)
_____ ☐ Seller(s)
_____

Phone 1 _____ Phone 2 _____
Phone 3 _____ Phone 4 _____
Email _____ Email _____

Co-Op Office _____
    Office Phone #_____
Agent_____
    Agent Phone #_____
    Agent email_____
Co-Op's Client(s): _____

Title Co._____ **Escrow #** _____
Officer _____ **Phone #** _____
Email _____ **Fax #** _____

Lender_____ Name _____
Email _____ Phone # _____
Financial Disclosure (if owner carry) [ ]

Insurance_____ Agent _____
Email _____ Phone # _____

Sales Price _____ **Deposit** _____
Est. COE _____ Increased (RID-11)_____
Commission to BHR _____ to Co-op _____
Referral Fee (complete CAR form RAF-11)_____
Referring Company _____
Referring Agent _____
BAR Fund Donation _____ $10 [OR $_____]

HOA_____ Contact/Mgmt _____
Email _____ Phone # _____

Misc. Charges (fax or email all invoices to your escrow officer):

	City/Company Name	$ Amount	Charge	Credit/Pay
County Transfer Tax:				
City Transfer Tax:				
HOA Transfer Fee:				
HOA Doc Fee:				
Home Warranty				
Hazard Disclosure				
NRCC	(Approved by lender?)			

Sewer Lateral for City of Berkeley, Oakland, Piedmont, Albany, El Cerrito, Richmond, Kensington, Alameda
In compliance before COE? YES ☐ NO ☐
If not, collect $_____ from Buyer ☐ Seller ☐

BESO Berkeley Only:
Compliance Before COE? YES ☐ NO ☐ **if No:**
Deferral Fee? YES ☐ NO ☐ Charge: Buyer ☐ Seller ☐
Retrofitting allowance credit applies to Buyer ☐ Seller ☐

California Withholding Required? YES ☐ NO ☐
    ➔**Seller is to complete Form 590 in escrow**
Federal Withholding Tax Required? YES ☐ NO ☐
    ➔**Seller is to complete FIRPTA forms in escrow**

Title: ☐ Joint Tenancy   ☐ Tenants-In-Common
    ☐ Community Property   ☐ Community Property+
    ☐ Other _____   right of survivorship

Rentback: Charge_____ @ $_____/PITI per day From_____To_____[HOLD] [CREDIT] (approved by lender?)
Rents and Deposits:

Unit	Rent (month) $	Paid to	Security Deposit $	Misc. Deposits $

Interest on Deposits?_____ Prorate Rent Stabilization Fees?_____

Send client's papers and check to _____

Berkeley Hills Agent _____ **Date** _____

✂- BHR Internal Use - ✂

In-house referral fee to:_____ $ or %_____ Client Source:_____
MLS# _____ As is? [Yes] [No] Credits: $_____ Number of offers received ____

Information for After Sale Follow-Up:

Salutation: Dear [Mr.] [Mrs.] [Ms.]_____and [Mr.] [Mrs.] [Ms.]_____

New Address of Client: _____

Follow-Up Options (check):

[✓]Survey   [ ]Copy of Agent Provided Home Warranty   [ ]BAR Fund Acknowledgement   [ ]HUD in time for taxes