

**Transaction Log For \_\_\_\_\_**

**Sellers**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone (h) \_\_\_\_\_ (w) \_\_\_\_\_  
Email \_\_\_\_\_  
Seller's Agent \_\_\_\_\_  
Agent Phone (w) \_\_\_\_\_ (h) \_\_\_\_\_  
Agent Email \_\_\_\_\_  
Attorney \_\_\_\_\_  
Attorney Phone \_\_\_\_\_ Email \_\_\_\_\_  
√ Seller Disclosure \_\_\_\_\_ √ Lead Based Paint Disclosure \_\_\_\_\_  
√ Other Disclosures \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
√ Relocation Property \_\_\_\_\_  
Relocation Contact Name \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Closing Date \_\_\_\_\_  
√ Final Walk-thru date & time \_\_\_\_\_  
Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Buyers**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone (h) \_\_\_\_\_ (w) \_\_\_\_\_  
Email \_\_\_\_\_  
Buyer's Agent \_\_\_\_\_  
Agent Phone (w) \_\_\_\_\_ (h) \_\_\_\_\_  
Agent Email \_\_\_\_\_  
Attorney \_\_\_\_\_  
Attorney Phone \_\_\_\_\_ Email \_\_\_\_\_  
**Contingency Dates**  
√ Home Inspection Due \_\_\_\_\_  
√ Earnest Money Due \_\_\_\_\_  
√ Attorney Approval Due \_\_\_\_\_  
√ Lead Based Paint Inspection Due \_\_\_\_\_  
√ Other Inspections \_\_\_\_\_  
√ Mortgage Application Due \_\_\_\_\_ √ Commitment Due \_\_\_\_\_  
Loan Officer \_\_\_\_\_ Phone \_\_\_\_\_  
Pager \_\_\_\_\_ Email \_\_\_\_\_  
√ Condo Declarations, Bylaws, Rules/Regs \_\_\_\_\_  
√ Home Sale Due \_\_\_\_\_ √ Home Close Due \_\_\_\_\_  
√ Home Owners Insurance \_\_\_\_\_