

## TERMS SHEET

**Agent Name:** \_\_\_\_\_ **Broker:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Mobile Phone:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Confirm Sales Price:** \$ \_\_\_\_\_ **COE Date:** \_\_\_\_\_

**Termite Co.:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

Inspection Fee	S	B		POC	\$ _____
Repair Fee	S	B		POC	\$ _____
Hold Repair Fee	Y	N			
Need Clearance	Y	N	Prior to COE?	Y	N

 Notes: \_\_\_\_\_  
 \_\_\_\_\_

**Roofing Co.:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

Inspection Fee	S	B		POC	\$ _____
Repair Fee	S	B		POC	\$ _____
Hold Repair Fee	Y	N			
Need Clearance	Y	N	Prior to COE?	Y	N

 Notes: \_\_\_\_\_  
 \_\_\_\_\_

**Home Inspection:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

Inspection Fee	S	B		POC	\$ _____
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 Notes: \_\_\_\_\_  
 \_\_\_\_\_

**Pool Inspection:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

Inspection Fee	S	B		POC	\$ _____
Repair Fee	S	B		POC	\$ _____
Hold Repair Fee	Y	N			

 Notes: \_\_\_\_\_  
 \_\_\_\_\_

**Chimney Inspection:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

Inspection Fee	S	B		POC	\$ _____
Repair Fee	<input type="checkbox"/> S	B		POC	\$ _____
Hold Repair Fee	Y	N			

 Notes: \_\_\_\_\_  
 \_\_\_\_\_

**Geologic Inspection:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

Inspection Fee	S	B		POC	\$ _____
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 Notes: \_\_\_\_\_  
 \_\_\_\_\_

**Home Warranty:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

Warranty Fee	<input type="checkbox"/> S	B		POC	\$ _____
Charge Agents	LB	SB			\$ _____
Include	Air	Spa/Pool	Comprehensive		

 Notes: \_\_\_\_\_  
 \_\_\_\_\_

**Miscellaneous Notes:** \_\_\_\_\_  
 \_\_\_\_\_

**TERMS SHEET cont'd**

**Misc. Inspection:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

Inspection Fee	S	B	POC	\$ _____
Repair Fee	S	B	POC	\$ _____
Hold Repair Fee	Y	N		

Notes: \_\_\_\_\_

**Rent Back:** \_\_\_\_\_ Y \_\_\_\_\_ N \_\_\_\_\_

Hold or Credit	Hold	Credit	\$ _____
Hold Security Dep	Y	N	\$ _____
Charge	S	B	
Based On	P / I	T I	HOA

From Date: \_\_\_\_\_ To Date: \_\_\_\_\_ @ \$ \_\_\_\_\_ / Day

Notes: \_\_\_\_\_

**Coordination Fee:** S B \$ \_\_\_\_\_ Payee \_\_\_\_\_

**Compliance Fee:** S B \$ \_\_\_\_\_ Payee \_\_\_\_\_

**Homeowners Assoc.:** \_\_\_\_\_

Transfer Fee	S	B	POC	\$ _____
Document Fee	S	B	POC	\$ _____
Demand Fee	S	B	POC	\$ _____
Minutes Fee	S	B	POC	\$ _____
Other Fee	S	B	POC	\$ _____

Notes: \_\_\_\_\_

**Commission Total:**

PAID BY SELLER \$ \_\_\_\_\_

PAID BY BUYER \$ \_\_\_\_\_

**Confirmed Terms With LB:** \_\_\_\_\_

Seller Signing On: \_\_\_\_\_

**Confirmed Terms With SB:** \_\_\_\_\_

Buyer Signing On: \_\_\_\_\_

**Loan Agent Information:** \_\_\_\_\_

Company Name: \_\_\_\_\_

Loan Agent Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

**Credits:**

S Credit B \$ \_\_\_\_\_ For: \_\_\_\_\_

LB Credit S B \$ \_\_\_\_\_ For: \_\_\_\_\_

SB Credit S B \$ \_\_\_\_\_ For: \_\_\_\_\_

B Credit S \$ \_\_\_\_\_ For: \_\_\_\_\_

**Miscellaneous Notes:** \_\_\_\_\_

Prepared by: \_\_\_\_\_ Contact Phone# \_\_\_\_\_