

2022

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New Orders Require **THIS FORM** and the **FULL AGREEMENT OF SALE** please.

MAKE SURE YOU GET A **CONFIRMATION OF RECEIPT** BACK FROM US!

Address:	
City/State/Zip:	
Township:	
Zoning Type:	<i>(Assumed residential single family if left blank)</i>
Closing Date:	<i>Open calendar here...</i>
Today's Date:	<i>Open calendar here...</i>

Pick 1 of these 4 options:
 (\$299 is default, change if required)

Seller Conveyancing	\$299.00
Seller Conveyancing With U&O and/or Resale Package and/or an Estate	\$325.00
Priority Processing File (Less than 21 days notice and any or all other conditions)	\$375.00
For Sale By Owner	\$350.00

Please Acknowledge if Applicable:

Express Mail Fees: required on any file with less than 14 days of notice	\$27.00 per check sent for quick delivery.
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Listing Agent Name:	
Company:	
Phone:	
Email:	
Admin Name:	
Phone:	
Email:	

Seller (1) Name:	
Phone:	
Email:	
Seller (2) Name:	
Phone:	
Email:	
Do you want a deed package ordered?	Yes No Unsure (default) (default)
Notes: Divorce? Estate? POA? Married to someone not on deed?	

Title Company Name:	
Contact:	
Phone:	
Email:	
MISC. CHARGES and/or FEES	
Listing Commission:	
Seller Commission:	
Seller Assist:	
Additional Commission:	
Home Warranty:	Yes No No is default Who Pays: _____ (Use arrow at right to change)
Marketing Fee:	
Other:	
TOWNSHIP PERMITS and/or PUDs	
If any permit, U&O, or L&I is required, is SOS ordering?	Yes No Who Pays: _____ (Use arrow at right to change)
Is this a PUD/Condo/HOA?	Yes No
Do you want SOS to order the 3407/5407 resale package?	Yes No Who Pays: _____
Do you want SOS to order expedited (add \$75- \$150)? Otherwise, it is 10 days after management company gets payment.	Yes No
If SOS is ordering PUD, WE M-U-S-T HAVE:	
Community Name:	
Management Company Name:	
Phone or Email:	
Cert Prepays (pick one) Tax, Water, Sewer, Trash, Tax Claim, etc.	
(default)	SOS pays for certs. Only available to clients with a retainer.
	SOS will send STRIPE invoice with \$12 service fee to listing agent. Or agent can send check.

Additional Notes:

Address:	
City/State/Zip:	
Township:	

Start Here....