



**PURCHASE TRANSACTION OPEN ORDER SHEET**

**PURCHASE**

Date: \_\_\_\_\_ Short Sale: \_\_\_\_\_ Regular Sale: \_\_\_\_\_ Escrow Officer: **Marlen Videz**  
Property Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ County: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
PURCHASE PRICE: \_\_\_\_\_  
LOAN AMOUNT (1<sup>ST</sup>): \_\_\_\_\_ LOAN AMOUNT (2<sup>ND</sup>): \_\_\_\_\_

**SELLER**

1<sup>st</sup> Seller's Name: \_\_\_\_\_  
2<sup>nd</sup> Seller's Name: \_\_\_\_\_  
1<sup>st</sup> Seller's #: \_\_\_\_\_ 1<sup>st</sup> Work #: \_\_\_\_\_ Email: \_\_\_\_\_  
2<sup>nd</sup> Seller's #: \_\_\_\_\_ 2<sup>nd</sup> Work #: \_\_\_\_\_ Email: \_\_\_\_\_

**BUYER**

1<sup>st</sup> Buyer's Name: \_\_\_\_\_  
2<sup>nd</sup> Buyer's Name: \_\_\_\_\_  
1<sup>st</sup> Buyer's #: \_\_\_\_\_ 1<sup>st</sup> Work #: \_\_\_\_\_ Email: \_\_\_\_\_  
2<sup>nd</sup> Buyer's #: \_\_\_\_\_ 2<sup>nd</sup> Work #: \_\_\_\_\_ Email: \_\_\_\_\_

**LISTING AGENCY**

Listing Agency: \_\_\_\_\_ Listing Agent: \_\_\_\_\_  
Office Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_  
COMMISSION: \_\_\_\_\_ Email: \_\_\_\_\_

**SELLING AGENCY**

Selling Agency: \_\_\_\_\_ Selling Agent: \_\_\_\_\_  
Office Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_  
COMMISSION: \_\_\_\_\_ Email: \_\_\_\_\_

CREDIT TO BUYER FROM SELLER: \_\_\_\_\_  
DEPOSIT P/U LOCATION: \_\_\_\_\_

**MORTGAGE LENDER**

Mortgage Broker | Lender: \_\_\_\_\_ Loan Officer: \_\_\_\_\_  
Office Address: \_\_\_\_\_  
Loan Officer's Phone: \_\_\_\_\_ Loan Officer's Fax: \_\_\_\_\_  
Processor: \_\_\_\_\_ Processor's Phone: \_\_\_\_\_  
Processor's Fax: \_\_\_\_\_ Processor's Email: \_\_\_\_\_

ORDER TITLE? YES  NO  Title Order #: \_\_\_\_\_

**TITLE**

Title Company: \_\_\_\_\_ Title Officer: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Sales Rep. Credit to: \_\_\_\_\_ Sales Rep. Phone: \_\_\_\_\_

**PAY OFF**

**PAY OFF INFORMATION:**  
1<sup>ST</sup> Trust Deed: \_\_\_\_\_ Approx. Balance: \_\_\_\_\_  
Loan #: \_\_\_\_\_ Phone #: \_\_\_\_\_  
2<sup>ND</sup> Trust Deed: \_\_\_\_\_ Approx. Balance: \_\_\_\_\_  
Loan #: \_\_\_\_\_ Phone #: \_\_\_\_\_

**INSURANCE**

Insurance Co.: \_\_\_\_\_ Agent: \_\_\_\_\_ Email: \_\_\_\_\_  
Policy #: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_