

COUNTEROFFER SUMMARY

PROPERTY ADDRESS _____

AGENT NAME & PHONE _____

Buyer:	Seller:
Date: _____ Time: _____ Price: _____ CC: _____ Closing Date: _____ Called (Seller/Buyer/Agent) On _____ at _____ AM/PM	Date: _____ Time: _____ Price: _____ CC: _____ Closing Date: _____ Called (Seller/Buyer/Agent) On _____ at _____ AM/PM
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CONTRACT CHECKLIST

- _____ **All changes updated in contract**
- _____ **Changes initialed by Buyer/Seller**
- _____ **Contract faxed back to co-broke Agent**
- _____ **Original contracts signed by Buyer/Seller**
- _____ **Originals sent to co-broke Agent**

