

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 |
| 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 |
| 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 |

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**

