

TIS - Transaction Information Sheet

updated 8/25/2025

At contract ratification, complete & submit this form via email to TC, Carrie Kay at carrie@signoffts.com. When you submit this form, ALL required docs must be completed & uploaded to your digital signing platform. If you have questions, please email Carrie.

AGENT & CONTRACT INFO		Office ID: 18022 - GVL <input type="checkbox"/>	21374- CHS <input type="checkbox"/>
eXp Agent Name: _____	Phone : _____ Email: _____		
Closing Attorney: _____	Phone : _____ Email: _____		
Subject Property Address, City, and ZIP CODE: _____			
List Price: \$ _____ Contract Price: \$ _____	Ratification Date: _____ Closing Date: _____		
MLS(s) the Property is Listed In: _____	<input type="checkbox"/> CHS <input type="checkbox"/> GGAR <input type="checkbox"/> WUAR <input type="checkbox"/> SAR <input type="checkbox"/> Other: _____		
Property Type & HOA if applicable: _____	<input type="checkbox"/> SFD <input type="checkbox"/> SFA <input type="checkbox"/> LAND <input type="checkbox"/> COMM <input type="checkbox"/> IN AN HOA		
Home Sale Contingency: <input type="checkbox"/> yes <input type="checkbox"/> no	SCR504: <input type="checkbox"/> n/a <input type="checkbox"/> in Dotloop/Skyslope		
Agent Commission %: LA _____% BA _____%	Closing Costs: \$ _____		
Preapproval/POF: <input type="checkbox"/> yes <input type="checkbox"/> in Dotloop/Skyslope	Earnest Money: \$ _____		
Refferal Agent: <input type="checkbox"/> yes <input type="checkbox"/> in Dotloop/Skyslope <input type="checkbox"/> n/a	Termination Fee: \$ _____		
EM Receipt: <input type="checkbox"/> yes <input type="checkbox"/> in Dotloop/Skyslope	MLS PDF: <input type="checkbox"/> yes <input type="checkbox"/> in Dotloop/Skyslope		
Lender: _____	Lender Contact: _____		
Type of Financing: <input type="checkbox"/> CASH <input type="checkbox"/> CONVENTIONAL	<input type="checkbox"/> VA <input type="checkbox"/> FHA <input type="checkbox"/> Seller Financing <input type="checkbox"/> Other _____		
Due Diligence: <input type="checkbox"/> yes <input type="checkbox"/> n/a Deadline: _____	AS IS <input type="checkbox"/> CL-100: <input type="checkbox"/> yes <input type="checkbox"/> n/a Deadline: _____		
Escrow Holder: _____	Signed SPD: <input type="checkbox"/> yes <input type="checkbox"/> n/a <input type="checkbox"/> in Dotloop/Skyslope		
POA Docs: <input type="checkbox"/> yes <input type="checkbox"/> n/a <input type="checkbox"/> in Dotloop/Skyslope	Signed LBP: <input type="checkbox"/> yes <input type="checkbox"/> n/a <input type="checkbox"/> in Dotloop/Skyslope		

CLIENT & CONTRACT INFO	
TJT Client Type: <input type="checkbox"/> SELLER <input type="checkbox"/> BUYER <input type="checkbox"/> BOTH	Agency: <input type="checkbox"/> Buy <input type="checkbox"/> Sell <input type="checkbox"/> Dual <input type="checkbox"/> Designated <input type="checkbox"/> Trans
Name: _____ Email: _____	Name: _____ Email: _____
Name: _____ Email: _____	Agency Agreement Doc: <input type="checkbox"/> yes <input type="checkbox"/> in Dotloop/DocuSign
KW Affiliate Relationship: <input type="checkbox"/> yes <input type="checkbox"/> in Dotloop/DocuSign	Wire Fraud: <input type="checkbox"/> yes <input type="checkbox"/> in Dotloop/DocuSign
SC RE Brokerage Relation: <input type="checkbox"/> yes <input type="checkbox"/> in Dotloop/DocuSign	MLS Data Form: <input type="checkbox"/> yes <input type="checkbox"/> n/a <input type="checkbox"/> Dotloop/DocuSign
Proof of SQFT: <input type="checkbox"/> yes <input type="checkbox"/> in Dotloop/DocuSign	EM Disclosure: <input type="checkbox"/> yes <input type="checkbox"/> in Dotloop/DocuSign

AGENT PROFESSIONAL & ACCESS INFORMATION - IF NOT PROVIDED ALREADY	
Agent License Number: _____ Exp. Date _____	Skyslope UN: _____ PW: _____
Digital Signer UN: _____ PW: _____	MLS UN: _____ PW: _____
Showingtime UN: _____ PW: _____	MLS UN: _____ PW: _____

COOPERATING AGENT CONTACT INFORMATION	
Agent Name: _____	Phone Number: _____
Brokerage Co: _____	Email: _____

