

# Information To Accompany Contracts For Sales

YEAR BUILT ( _____ )	LEAD PAINT ADDENDUM ATTACHED YES ( ) NO ( )
----------------------	---

**Please Attach MRIS & TAX PRINTOUT to Contract**  
**If Representing the Buyer please attach Buyer Agency Agreement**

Sale Type: Firm Listed/Firm Sold ( )      Coop Listed/Firm Sold ( )      Firm Listed/Coop Sold ( )  
 Property Type: Resale ( )    New Home ( )    Condo-Apt ( )    Land ( )      Lot \_\_\_\_\_      Block \_\_\_\_\_  
 MRIS # \_\_\_\_\_      Legal Subdivision: \_\_\_\_\_      Past Miller Customer? \_\_\_ Yes \_\_\_ No

*What brought you into initial contact with this client?*

- |  |  |                                       |
|--|--|---------------------------------------|
| <input type="checkbox"/> Referral from Personal Sphere   | <input type="checkbox"/> Internet        | <input type="checkbox"/> Leaves Ad    |
| <input type="checkbox"/> Referral from Past Client       | <input type="checkbox"/> Mailer          | <input type="checkbox"/> Open House   |
| <input type="checkbox"/> Referral from Neighborhood Farm | <input type="checkbox"/> Washington Post | <input type="checkbox"/> Sign Call    |
| <input type="checkbox"/> Referral from Company           | <input type="checkbox"/> Magazine Ad     | <input type="checkbox"/> Duty Call    |
| <input type="checkbox"/> Former Client                   | <input type="checkbox"/> Other Ad        | <input type="checkbox"/> FSBO/Expired |

**Address of Property Sold**  
 \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

**Name of Seller** \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Present address of Seller if different than Property Address

**Phone Numbers of Seller** Home: \_\_\_\_\_ Off: \_\_\_\_\_ Fax: \_\_\_\_\_

**Future Address of Seller**  
 \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

**Name of Buyer** \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Present address of Buyer

**Phone Numbers of Buyer** Home: \_\_\_\_\_ Off: \_\_\_\_\_ Fax: \_\_\_\_\_

**Will the Buyer live at the property?** Yes( ) No( )      **First Time Home Buyer?** Yes( ) No( )

Offer Written: ___/___/___	Ratified Date ___/___/___	Settle Date ___/___/___
----------------------------	---------------------------	-------------------------

**Instructions Regarding Earnest Money Deposit:**      Check attached Yes( ) No( )      Amount \$

Interest Bearing Account ( ) <b>W-9 Required.. Signed attached ( )</b>	Non Interest Account ( ) <b>W-9 Required.. Signed attached ( )</b>	Hold until contingency has been removed ( ) Date:
Held by Coop Broker ( )	Held by Title Co. ( )	Held by other ( )

*Please fill in the information regarding the Coop Broker and attach the Coop Agent business card*

<b>Coop Broker:</b>		<b>Broker Code:</b>	
<b>Address:</b>	<b>City:</b>	<b>St:</b>	<b>Zip:</b>
<b>Agents Name:</b>		<b>Seller: ( )      Lister: ( )</b>	
<b>Office Number:</b>		<b>Fax Number:</b>	

**For Sales - Page 2  
Commission Information**

**Referral Paid to Outside Broker only ....**Out Going Referral fees are taken off the top of list or sale side ...

Percentage of Transaction: ( )%	List Side ( )	Sale Side ( )	Amount \$
Company Name:		Off: #	Fax: #
Address:		City:	St: Zip:

**Credit given to buyer/seller - Take off the top of total commission due Miller & reduce total commission**

Other Deductions	Credit to Buyer \$	Credit to Seller \$
Paid by Company ( )		Paid by Agent ( )
Explain:		Explain:

**Home Warranties - Taken Off The Top of list or sale side & split on agents level.**

HOME WARRANTY Yes ( ) No ( )	List side ( ) Sell side ( ) or Paid by seller ( )	Amount \$
Company Name		Off: # Fax: #
Address		City: St: Zip:

**Administrative Fee**

<b>Administrative Fee</b>	List side ( )	Sell side ( )	Amount \$195.00
Charged to Seller ( )	Charged to Buyer ( )	Charged to Agent ( )	

**Address of Property Sold**

\_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

\$ \_\_\_\_\_ X \_\_\_\_\_ % = \$ \_\_\_\_\_  
 Sale Price                      Commission Rate                      Total Commission

List Side: \_\_\_\_\_ % X Sale Price = \$ \_\_\_\_\_      Sell Side: \_\_\_\_\_ % X Sale Price = \$ \_\_\_\_\_

**This Section Used Only For Miller Agents Commission**

<b>Listing Agent – Fill in the white space below</b>	Office #	% list side Volume
		%
		%
Total of above should equal 100%		%
<b>Selling Agent – Fill in the white space below</b>	Office #	% sale side Volume
		%
		%
Total of above should equal 100%		%

- Agents **cannot** pay each other, everything must go through the company. Everything must be split by **“UNITS”**. Each side of a transaction is one unit. ...Listing Side = 1 unit.....Selling Side = 1 unit
- Commission of less than 2% of Sales price to be split at 50–50, not at the agent’s level.**
- A bonus of five percent (5%) of the gross selling commission half (side) will be paid to the selling associate for selling a company listing for the **full commission**.
- Sales Associates reducing their commission as stated in the listing agreement will not be paid the five percent (5%) in-house bonus

Agent’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Agent’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Manager’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

W.C. & A.N.  
**MILLER**  
COMPANIES

**MONTHLY SALES FORM**

**Contractual Amount of Sale:** \_\_\_\_\_

**How did the Customer hear about us?**

- Signs
- Radio  
Name of station \_\_\_\_\_
- Leaves Magazine
- Washingtonian Magazine
- Washington Post Magazine
- Washington Post
- Classified Ad
- NW Georgetown Current Newspaper
- Bethesda Gazette
- Montgomery Gazette
- Journal Newspaper
- Article/Press release
- Direct Mail
- Internet/Website
- WashingtonPost.com
- Repeat Customer
- Internal Referral  
Name of person referring \_\_\_\_\_
- External Referral  
Name of person referring \_\_\_\_\_
- Yellow Pages
- Other

**Miller Group:** \_\_\_\_\_

**Miller Location:** \_\_\_\_\_

*Please submit these forms to Ted Miller at your meeting with  
him the first Tuesday of every month.*

# W.C. & A.N. Miller Companies

## SETTLEMENT INFORMATION

In order to ensure that you receive your settlement instruction letter and the escrow deposit check in a timely manner, this form must be completed and submitted to your Office Administrator 12-14 days prior to every settlement.

Date: \_\_\_\_\_

Agents Name: \_\_\_\_\_ Co-op Broker: \_\_\_\_\_

Property Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Purchaser Last Name: \_\_\_\_\_ Seller Last Name: \_\_\_\_\_

Sales Price: \_\_\_\_\_ Deposit: \_\_\_\_\_

Deposit Held By: \_\_\_\_\_ Interest: \_\_\_\_\_ Non-Interest: \_\_\_\_\_

Home Warranty: \_\_\_\_\_ \$ \_\_\_\_\_ List: \_\_\_\_\_ Sold: \_\_\_\_\_

Adjustments to Commission: \_\_\_\_\_

### Title Company or Attorney:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Settlement Date: \_\_\_\_\_ Time: \_\_\_\_\_

Requested By: \_\_\_\_\_ Managers Approval: \_\_\_\_\_