



If the following information has been entered into the computer, do not send this form to MLS.

REPORT OF TRANSACTION

For the use of participating Realtors in the Multiple Listing Service of Long Island Inc.

RENTAL <input type="checkbox"/>	SALE <input type="checkbox"/>
Sections (A) & (C)	Sections (A) & (B)

Section (A)

GENERAL

Area Zone

ML No. Listing Realtor

Location of property Style

Section (B)

SALES REPORT

Seller

Selling Realtor (Firm) Office Address

Property Sold to

Address

Original listing price \$ Revised listing price \$

BINDER INFORMATION

Date of binder (Acceptance) 19

Selling Price \$

CONTRACT INFORMATION

Date contract signed: 19

Contract Price \$

Title Closing Scheduled for 19

SIGNATURE REPORTING REALTOR:

Section (C)

RENTAL REPORT

Owner:

Rented to:

Date lease signed

Original Listing Price For Sale (If Applicable)

Original Rental Rate Actual Rental Rate

Renting Realtor (Firm) Office Address

SALE

INSTRUCTIONS TO SELLING REALTOR: Immediately after the contract of sale, complete this first page, sections (A) & (B) and notify the listing Realtor with the information. (If you choose to mail this we have provided an extra copy.) Retain the rest of this set and after the closing of title, complete the CLOSING REPORT (Section (D)) and notify the listing Realtor.

INSTRUCTIONS TO LISTING REALTOR: Input the sale and closing information into the system via your computer terminal. Once input do not send MLS this paperwork. If terminal is inaccessible mail the REPORT of TRANSACTION to MLS.

In the event the contract of sale is cancelled for any reason, immediately notify the listing Realtor so the information may be entered into the system.

RENTAL

INSTRUCTIONS TO LISTING REALTOR: Immediately after receipt of the information contained in Sections (A) & (C) enter this into the system.