

**COMMERCIAL BUSINESS LISTING**

**Required:**

- NYS Disclosure Form for **Buyer and Seller** Agency
- NYS **Housing and Anti-Discrimination** Disclosure Form
- KWGC **Affiliate Services Advisory** to Agreement of Sale Commercial Business
- KWGC Important Notice to Consumer Regarding **Wire Fraud**
- KWGC **Letter of Intent**
- KWGC **Commercial Business Deal Sheet**
- KWGC **Closing Bill: Sale of Business**



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## **New York State Disclosure Form for Buyer and Seller**

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### **THIS IS NOT A CONTRACT**

*New York State law requires real estate licensees who are acting as agents of buyers or sellers of property to advise the potential buyers or sellers with whom they work of the nature of their agency relationship and the rights and obligations it creates. This disclosure will help you to make informed choices about your relationship with the real estate broker and its sales agents.*

*Throughout the transaction you may receive more than one disclosure form. The law may require each agent assisting in the transaction to present you with this disclosure form. A real estate agent is a person qualified to advise about real estate.*

*If you need legal, tax or other advice, consult with a professional in that field.*

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### **Disclosure Regarding Real Estate Agency Relationships**

#### **Seller's Agent**

A seller's agent is an agent who is engaged by a seller to represent the seller's interests. The seller's agent does this by securing a buyer for the seller's home at a price and on terms acceptable to the seller. A seller's agent has, without limitation, the following fiduciary duties to the seller: reasonable care, undivided loyalty, confidentiality, full disclosure, obedience and duty to account. A seller's agent does not represent the interests of the buyer. The obligations of a seller's agent are also subject to any specific provisions set forth in an agreement between the agent and the seller. In dealings with the buyer, a seller's agent should (a) exercise reasonable skill and care in performance of the agent's duties; (b) deal honestly, fairly and in good faith; and (c) disclose all facts known to the agent materially affecting the value or desirability of property, except as otherwise provided by law.

#### **Buyer's Agent**

A buyer's agent is an agent who is engaged by a buyer to represent the buyer's interest. The buyer's agent does this by negotiating the purchase of a home at a price and on terms acceptable to the buyer. A buyer's agent has, without limitation, the following fiduciary duties to the buyer: reasonable care, undivided loyalty, confidentiality, full disclosure, obedience and duty to account. A buyer's agent does not represent the interest of the seller. The obligations of a buyer's agent are also subject to any specific provisions set forth in an agreement between the agent and the buyer. In dealings with the seller, a buyer's agent should (a) exercise reasonable skill and care in performance of the

agent's duties; (b) deal honestly, fairly and in good faith; and (c) disclose all facts known to the agent materially affecting the buyer's ability and/or willingness to perform a contract to acquire seller's property that are not consistent with the agent's fiduciary duties to the buyer.

#### **Broker's Agents**

A broker's agent is an agent that cooperates or is engaged by a listing agent or a buyer's agent (but does not work for the same firm as the listing agent or buyer's agent) to assist the listing agent or buyer's agent in locating a property to sell or buy, respectively, for the listing agent's seller or the buyer agent's buyer. The broker's agent does not have a direct relationship with the buyer or seller and the buyer or seller cannot provide instructions or direction directly to the broker's agent. The buyer and the seller therefore do not have vicarious liability for the acts of the broker's agent. The listing agent or buyer's agent do provide direction and instruction to the broker's agent and therefore the listing agent or buyer's agent will have liability for the acts of the broker's agent.

#### **Dual Agent**

A real estate broker may represent both the buyer and the seller if both the buyer and seller give their informed consent in writing. In such a dual agency situation, the agent will not be able to provide the full range of fiduciary duties to the buyer and seller. The obligations of an agent are also subject to any specific provisions set forth in an agreement between the agent, and the buyer and seller. An agent acting as a dual agent must explain carefully to both the buyer and seller that the agent is acting for the other party as well. The agent should also explain the possible effects of dual representation, including that by consenting to the dual agency relationship the buyer and seller are giving up their right to undivided loyalty. A buyer or seller should carefully consider the possible consequences of a dual agency relationship before agreeing to such representation. A seller or buyer may provide advance informed consent to dual agency by indicating the same on this form.

#### **Dual Agent with Designated Sales Agents**

If the buyer and seller provide their informed consent in writing, the principals and the real estate broker who represents both parties as a dual agent may designate a sales agent to represent the buyer and another sales agent to represent the seller. A sales agent works under the supervision of the real estate broker. With the informed consent of the buyer and the seller in writing, the designated sales agent for the buyer will function as the buyer's agent representing the interests of and advocating on behalf of the buyer and the designated sales agent for the seller will

# New York State Disclosure Form for Buyer and Seller

function as the seller's agent representing the interests of and advocating on behalf of the seller in the negotiations between the buyer and seller. A designated sales agent cannot provide the full range of fiduciary duties to the landlord or tenant. A designated sales agent cannot provide full range of fiduciary duties to the buyer or seller. The designated sales agent must explain that like the dual agent

under whose supervision they function, they cannot provide undivided loyalty. A buyer or seller should carefully consider the possible consequences of a dual agency relationship with designated sales agents before agreeing to such representation. A seller or buyer provide advance informed consent to dual agency with designated sales agents by indicating the same on this form.

This form was provided to me by \_\_\_\_\_ of \_\_\_\_\_  
(Print Name of Licensee) (Print Name of Company, Firm or Brokerage)

a licensed real estate broker acting in the interest of the:

Seller as a (check relationship below)

Buyer as a (check relationship below)

Seller's Agent

Buyer's Agent

Broker's Agent

Broker's Agent

Dual Agent

Dual Agent with Designated Sales Agent

For advance informed consent to either dual agency or dual agency with designated sales agents complete section below:

Advance Informed Consent Dual Agency

Advance Informed Consent to Dual Agency with Designated Sales Agents

If dual agent with designated sales agents is indicated above: \_\_\_\_\_ is appointed to represent the buyer; and \_\_\_\_\_ is appointed to represent the seller in this transaction.

(I) (We) \_\_\_\_\_ acknowledge receipt of a copy of this disclosure form:

Signature of Buyer(s) and/or Seller(s):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

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



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## **New York State Housing and Anti-Discrimination Disclosure Form**

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Federal, State and local Fair Housing and Anti-discrimination Laws provide comprehensive protections from discrimination in housing. It is unlawful for any property owner, landlord, property manager or other person who sells, rents or leases housing, to discriminate based on certain protected characteristics, which include, but are not limited to **race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, age, disability, marital status, lawful source of income or familial status**. Real estate professionals must also comply with all Fair Housing and Anti-discrimination Laws.

### **Real estate brokers and real estate salespersons, and their employees and agents violate the Law if they:**

- Discriminate based on any protected characteristic when negotiating a sale, rental or lease, including representing that a property is not available when it is available.
- Negotiate discriminatory terms of sale, rental or lease, such as stating a different price because of race, national origin or other protected characteristic.
- Discriminate based on any protected characteristic because it is the preference of a seller or landlord.
- Discriminate by “steering” which occurs when a real estate professional guides prospective buyers or renters towards or away from certain neighborhoods, locations or buildings, based on any protected characteristic.
- Discriminate by “blockbusting” which occurs when a real estate professional represents that a change has occurred or may occur in future in the composition of a block, neighborhood or area, with respect to any protected characteristics, and that the change will lead to undesirable consequences for that area, such as lower property values, increase in crime, or decline in the quality of schools.
- Discriminate by pressuring a client or employee to violate the Law.
- Express any discrimination because of any protected characteristic by any statement, publication, advertisement, application, inquiry or any Fair Housing Law record.

### **YOU HAVE THE RIGHT TO FILE A COMPLAINT**

**If you believe you have been the victim of housing discrimination** you should file a complaint with the New York State Division of Human Rights (DHR). Complaints may be filed by:

- Downloading a complaint form from the DHR website: [www.dhr.ny.gov](http://www.dhr.ny.gov);
- Stop by a DHR office in person, or contact one of the Division’s offices, by telephone or by mail, to obtain a complaint form and/or other assistance in filing a complaint. A list of office locations is available online at: <https://dhr.ny.gov/contact-us>, and the Fair Housing HOTLINE at (844)-862-8703.

You may also file a complaint with the NYS Department of State, Division of Licensing Services. Complaints may be filed by:

- Downloading a complaint form from the Department of State’s website [https://www.dos.ny.gov/licensing/complaint\\_links.html](https://www.dos.ny.gov/licensing/complaint_links.html)
- Stop by a Department’s office in person, or contact one of the Department’s offices, by telephone or by mail, to obtain a complaint form.
- Call the Department at (518) 474-4429.

There is no fee charged to you for these services. It is unlawful for anyone to retaliate against you for filing a complaint.



# Division of Licensing Services

New York State  
Department of State, Division of Licensing Services  
(518) 474-4429  
[www.dos.ny.gov](http://www.dos.ny.gov)

New York State  
Division of Consumer Rights  
(888) 392-3644

## New York State Housing and Anti-Discrimination Disclosure Form

For more information on Fair Housing Act rights and responsibilities please visit <https://dhr.ny.gov/fairhousing> and <https://www.dos.ny.gov/licensing/fairhousing.html>.

This form was provided to me by \_\_\_\_\_ (print name of Real Estate Salesperson/  
Broker) of \_\_\_\_\_ (print name of Real Estate company, firm or brokerage)

(I)(We) \_\_\_\_\_

(Buyer/Tenant/Seller/Landlord) acknowledge receipt of a copy of this disclosure form:

Buyer/Tenant/Seller/Landlord Signature \_\_\_\_\_ Date: \_\_\_\_\_

Buyer/Tenant/Seller/Landlord Signature \_\_\_\_\_ Date: \_\_\_\_\_

Real Estate broker and real estate salespersons are required by New York State law to provide you with this Disclosure.

**AFFILIATE SERVICES DISCLOSURE / KELLER WILLIAMS NOTICES / and ELECTIONS**  
**FOR BUYERS, SELLERS, LANDLORDS, and TENANTS (CONSUMERS)**

**Disclosure of Ownership and Financial Interest**

This is to give notice that some owners and agents of the following real estate companies have common ownership and financial interests:

Keller Williams NYC - New York, NY

Keller Williams Realty Empire - Brooklyn, NY

Keller Williams Realty Greater Nassau - Garden City, NY

Keller Williams Realty Gold Coast - Manhasset, NY

Keller Williams Points North - Woodbury, NY

Keller Williams Realty Elite - Massapequa, NY

Keller Williams Realty Legendary - Franklin Square, NY

**Disclosure of Business Relationship:**

Further, this is to give notice that some owners and agents of the above-named real estate companies have a business relationship which may have financial or other benefits with certain providers of services related to your sale, purchase, or leasing of real estate. Consumers are **not required** to utilize any of these service providers. The names of the service providers and nature of the relationship are set forth below:

- 1) **1st Equity** - (Title and Closing Service) - 1st Equity National Title and Closing Services was established under the laws of New York and commenced business in 2003. Located in Melville, NY with offices in NJ and PA, they are a national title agency, licensed to do business across the country. Some owners and agents of the above referenced real estate companies and 1st Equity National Title and Closing Services have common ownership and financial interest.
- 2) **Prosper Abstract** - (Title and Closing Service) - Prosper Abstract is a premiere title and closing agency located in Garden City, New York. Some owners and agents of the above referenced real estate companies and Prosper Abstract have common ownership and financial interest.
- 3) **Cliffco Mortgage Bankers** - Cliffco Mortgage Bankers is a fully delegated mortgage banking institution located in Uniondale, New York. Cliffco is fully licensed in New York, New Jersey, Pennsylvania, Connecticut, Florida, and Texas. Some owners and agents of the above referenced real estate companies and Cliffco Mortgage Bankers have common ownership and financial interest.

Consumers (Buyers, Sellers, Landlords, and Tenants) are **NOT** required to use the above-referenced service providers as a condition of settlement of the loan on a subject property, or the purchase, sale, or lease of a subject property. **THERE ARE FREQUENTLY OTHER SETTLEMENT SERVICE PROVIDERS AVAILABLE WITH SIMILAR SERVICES. YOU ARE FREE TO SHOP AROUND TO DETERMINE THAT YOU ARE RECEIVING THE BEST SERVICES AND THE BEST RATES FOR THESE SERVICES** (The above-named real estate companies believe the named service providers' charges would be competitive with charges of other providers of the same services).

Furthermore, any referral or recommendation by agents of the above-named real estate companies for contractors or service providers are as a convenience and suggestion to consumers. The above-named real estate companies, agents, and staff assume no liability for the performance, quality, or warranty for any work performed or service provided. The above-named real estate companies, agents, and staff assume no liability for any improper service, or workmanship, or their lack of insurance coverage for a referred or suggested contractor or service provider. Consumer information such as contact numbers, email addresses, and/or property addresses may be shared with named service providers.

**The above-named real estate companies may request Cashier's Checks or ACH (Automated Clearing House) payment only on all escrows/deposits/rents after a fully executed Contract/Agreement of Sale or Lease.**

Notice to parties to an Agreement of Sale: There may be instances, possibly in multiple offer situations where buyers and sellers may consider having contingencies waived such as appraisal, mortgage, inspections, and verifications which are considered to be for the protection and benefit of the parties to an Agreement of Sale. Buyers and sellers may feel that waiving contingencies may appeal to sellers with the anticipation the seller will accept the buyer's agreement over other offers with contingencies.

This notice is to inform parties to Agreements of Sale that the above-named real estate companies considers this practice **ill-advised and will NOT recommend, encourage, or compel parties to Agreements of Sale to waive any contingencies which may be applicable to the property being sold or the parties involved.** Furthermore, the parties to an Agreement of Sale understand that the decision to waive any contingency is at the sole discretion of the parties and has not been initiated, recommended, influenced, or encouraged in any way by the above-named real estate companies their sales associates, brokers, staff, and/or employees.

**Sellers/Landlords and Buyers/Tenants hereby acknowledge their receipt and understanding of this disclosure.**

_____	_____	_____	_____	_____	_____
Consumer Signature	Date	Consumer Signature	Date	Consumer Signature	Date
		_____	_____		
		Agent Signature	Date		

**Election(s) for Consumer(s)**

Consumer(s) request a representative from one of the above-referenced Mortgage Service Providers contact them for a No Charge, No Obligation rate quote and pre-approval.

Yes  No

Initials: \_\_\_\_\_

**\*\*An important note regarding electronic funds transfers: DO NOT ACCEPT NEW, REVISED, OR ALTERED WIRE INSTRUCTIONS WITHOUT VOICE CALL VERIFICATION TO A KNOWN TELEPHONE NUMBER. Alerts of fraudulent email messages containing fraudulent wire instructions have occurred.**

**CONSUMER WIRE FRAUD ADVISORY**

While conducting business and communicating electronically has become a matter of convenience, and in most cases a reality in nearly all aspects of our lives, it has also provided hackers/criminals new opportunities for their criminal activity. In the course of your real estate transaction, you may receive fraudulent/deceptive wiring instructions via email, fax, text, and/or social media. These communications are becoming regular and likely, while having the appearance of being authentic, are actually counterfeit requests for information directing consumers to input private banking information on a fake website or email. Please note that Keller Williams will not send instructions to wire funds beyond advising you to contact your Title Manager / Closing Attorney.

**WARNING:** When wiring funds, never rely exclusively on any electronic means of communication. Call the Title Agent / Closing Attorney at a number that you obtained on your own (i.e., sales contract, their website, etc.). Do not use a phone number that is obtained from any electronic communication. \*INITIALS: \_\_\_\_\_

**BUYERS:** Keller Williams recommends that if you receive wiring instructions, supposedly from a settlement/title company, lender, attorney, or any other entity, verify the authenticity of the instructions prior to initiating any transfer of funds.

- Contact your Title Manager / Closing Attorney at the phone number you received at the beginning of your transaction. NEVER WIRE FUNDS PRIOR TO CALLING YOUR TITLE MANAGER / CLOSING ATTORNEY TO CONFIRM.
- Do not use any phone numbers provided to you in emailed wire transfer instructions. ONLY USE A KNOWN AND CONFIRMED PHONE NUMBER FOR YOUR TITLE MANAGER / CLOSING ATTORNEY.
- Orally confirm, with your Title Manager / Closing Attorney, that the wire transfer instruction is legitimate and confirm the bank routing number, account numbers, and other codes before transferring the funds.
- Avoid sending any personal information via electronic transmission. Provide such information in person or over the phone directly to the Title Manager / Closing Attorney.
- It is recommended that you take steps to secure your information (i.e., create strong passwords, only use secure Wi-Fi, do not use free services, etc.).

**SELLERS:** Keller Williams recommends that if you send wiring instructions of any kind (i.e., for the receipt of your proceeds) via electronic means, you must call immediately and verify that the correct instructions were received by the Title Manager / Closing Attorney. Also, it is important to confirm with the Title Manager / Closing Attorney that the wire instructions are not to be substituted without verbal consent.

**Additionally:** Keller Williams, Closing Attorneys, or Title Managers may request Cashier's Checks only on escrows/deposits/rents after a fully executed contract/agreement of sale or lease. Your real estate agent can help you find out what is required for deposits and closings.

If you believe that you have received fraudulent wire instructions, immediately notify your bank, the Title Manager / Closing Attorney, and your real estate agent. The sources below, as well as others, can also provide information:

- Federal Bureau of Investigation: <http://www.fbi.gov>
- Internet Crime Complaint Center: <http://www.ic3.gov>
- National White Collar Crime Center: <http://www.nw3c.org>
- On Guard Online: <http://www.onguardonline.gov>

**By signing below, the undersigned acknowledge that each has read, understands, and has received a copy of this Consumer Wire Fraud Advisory.**

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

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

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



State of New York

# LETTER OF INTENT TO PURCHASE A BUSINESS

\_\_\_\_\_, 20\_\_\_\_

Dear \_\_\_\_\_,

This Letter of Intent (this "Letter") sets forth the mutual interest of:

**Buyer(s):** \_\_\_\_\_ (collectively "Buyer"), and **Seller(s):**  
\_\_\_\_\_ (collectively "Seller") regarding the possible acquisition by Buyer of  
certain assets and liabilities of \_\_\_\_\_ [Company], a \_\_\_\_\_  
[State]: (Check one)

- Corporation
- Limited liability company
- Partnership
- Limited partnership
- Limited liability partnership

wholly-owned by Seller ("Target"). The Parties agree that their goal and interest herein is to bring about a sale and transfer of Target (the "Transaction"), and thus, each Party promises to negotiate in good faith, for the period set forth below, a definitive purchase agreement (the "Purchase Agreement") to include the terms and conditions set forth in this Letter and such other representations, warranties, conditions, covenants, indemnities and other terms as the Parties may agree upon.

**1. Closing Date.** The closing of the Transaction (the "Closing") shall occur on or before \_\_\_\_\_,  
20\_\_\_\_\_.

**2. Purchase Price.** (Check one)

NO purchase price for the Transaction is listed at this time, pending completion of due diligence.

The purchase price for the Transaction shall be \$\_\_\_\_\_ ("Purchase Price"). The Purchase Price shall be payable by Buyer as follows: (Fill if applicable)

(A) \$\_\_\_\_\_ in cash due upon the signing of this Letter, to be held in escrow with a mutually agreeable escrow agent, and applied to the Purchase Price at the Closing.

(B) \$\_\_\_\_\_ in cash, subject to any adjustments.

(C) \$\_\_\_\_\_ in debt, represented as a promissory note to be delivered by Buyer to Seller with repayment terms, timetable, security and interest rate to be agreed upon in the Purchase Agreement. (D) \$\_\_\_\_\_ to be deposited with a mutually agreeable escrow agent, to be held for a period of \_\_\_\_\_ days after the Closing, in order to secure the performance of Seller's post-closing obligations under the Purchase Agreement.

(E) Other:

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**3. Adjustments.** (Check one)

NO purchase price for the Transaction is listed at this time, pending completion of due diligence.

The Purchase Price assumes that the estimated net working capital at closing shall be \$\_\_\_\_\_. The Purchase Price shall be adjusted on a dollar-for-dollar basis at or after the Closing based on changes to the estimated net working capital. Other assumptions/adjustments: \_\_\_\_\_

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Adjustments to the Purchase Price, such as working capital adjustments, may be determined and reflected in the Purchase Agreement, after the completion of all due diligence and other investigative provisions under this Letter. Other assumptions/adjustments: \_\_\_\_\_

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**4. Conditions.** The Transaction shall be subject to the satisfaction of the following conditions prior to the Closing: (Check all that apply)

- Buyer's satisfactory completion of due diligence
- Buyer securing financing in an amount necessary to finance the Transaction
- The approval of the Transaction by Buyer's Board of Directors
- The execution by the Parties of the Purchase Agreement and ancillary agreements  There being no material adverse change to the business being purchase by Buyer  Certain key employees entering into employment agreements with Buyer
- The receipt of any necessary regulatory or other approvals or third party consents  Seller entering into non-compete and non-solicit agreements with Buyer

**5. Due Diligence.** After the signing of this Letter, Seller will grant Buyer and its duly authorized representatives full access to the facilities, financial, accounting and business books and records, material contracts, legal records, key employees, advisors (  customers and suppliers) and any other matters of Target as Buyer's accountants, tax and legal counsel and other advisors deem appropriate, subject to the Confidentiality provision provided below, for the purpose of allowing Buyer to complete its due diligence. The Purchase Agreement shall be contingent upon the satisfactory completion of due diligence by Buyer.

**6. Employment Agreements.** (Check one)

Buyer will offer employment to substantially all of the employees of Target, and Seller will use its reasonable best efforts to assist Buyer. (Optional) Buyer will enter into an employment agreement, on such terms and conditions as agreed upon by Buyer, with each of the following individuals: \_\_\_\_\_

\_\_\_\_\_  
[Employees]

Not applicable.

**7. Seller's Covenants.** During the period this Letter is in effect, Seller will conduct Target's business in the ordinary course and will not undertake any activity or transaction that would significantly reduce the value of Target's business or assets.

**8. Exclusivity of this Letter.** In consideration of the resources and expenses Buyer has incurred and will incur in connection with the proposed Transaction, Seller agrees that it will not negotiate directly or indirectly with any other party concerning the sale of Target (Check one)  for a period of \_\_\_\_\_ days after the date of this Letter  while this Letter is effective. Seller will immediately notify Buyer regarding any indications of interest, requests for information or offers or proposals with respect to Target, and shall furnish to Buyer any written communications relating thereto. Upon the execution of this Letter, Seller shall immediately terminate any and all existing discussions or negotiations with any party other than Buyer regarding the Transaction.

**9. Confidentiality.** The Parties agree to apply strict confidentiality to the existence and the contents of this Letter, including any information obtained by Buyer during its due diligence or otherwise shared or obtained in accordance with this Letter. Information may only be shared with the respective Parties' affiliates, officers, directors, employees and professional advisors, or to public and governmental agencies if disclosure is necessary to comply with federal and/or state law.

**10. Governing Law.** This Letter and all matters related thereto shall be governed by and construed in accordance with the laws of the State of \_\_\_\_\_ without giving effect to its conflict of laws principles.

**11. Termination.** This Letter will automatically terminate upon the earliest of:

- (A) the execution of the Purchase Agreement by the parties
- (B) the mutual written agreement of Buyer and Seller
- (C) \_\_\_\_\_, 20\_\_\_\_\_
- (D) Other: \_\_\_\_\_

**12. Non-binding.** This Letter is intended only as a reflection of the intention of the Parties, and neither this Letter nor its acceptance shall constitute or create any legally binding or enforceable obligation on any party, except with regards to paragraphs regarding Confidentiality, Exclusivity of this Letter, Governing Law and Termination hereof. No agreement or obligation regarding Target and/or the Transaction shall be deemed to exist between the parties and any of their respective affiliates, unless and until the Purchase Agreement has been executed and delivered, and then only in accordance with the terms and conditions of such Purchase Agreement.

**13. Miscellaneous.** This Letter contains the entire understanding between the parties and supersedes all previous agreements, if any, between the parties concerning the same or substantially similar subject matter. This Letter may be amended, supplemented or otherwise modified only in a writing signed by duly authorized representatives of each party. This Letter may be executed in counterparts, each of which shall be deemed an original and all of which together, shall constitute one and the same document. The section headings are for reference purposes only and shall not otherwise affect the meaning, construction or interpretation of any provision in this Letter.

**14. Other.** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**COMMERCIAL BUSINESS DEAL SHEET**

**PROPERTY ADDRESS** **TERMS**

Address: \_\_\_\_\_ Price: \_\_\_\_\_  
 City: \_\_\_\_\_ Down Pmt: \_\_\_\_\_ % \$ \_\_\_\_\_  
 Bus. Description: \_\_\_\_\_ Finance: \_\_\_\_\_ % \$ \_\_\_\_\_  
 \_\_\_\_\_ Other: \_\_\_\_\_

**SELLER(S)** **BUYER(S)**

Name(s): \_\_\_\_\_ Name(s): \_\_\_\_\_  
 Address: \_\_\_\_\_ Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home/Mobile Phone: \_\_\_\_\_ Home/Mobile Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_ Email: \_\_\_\_\_

**SELLER(S) ATTORNEY** **BUYER(S) ATTORNEY**

Name(s): \_\_\_\_\_ Name(s): \_\_\_\_\_  
 Address: \_\_\_\_\_ Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_ Email: \_\_\_\_\_

**LISTING BROKERAGE** **SELLING BROKERAGE**

Name(s): \_\_\_\_\_ Name(s): \_\_\_\_\_  
 Address: \_\_\_\_\_ Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_ Email: \_\_\_\_\_  
 Listing Agent: \_\_\_\_\_ Selling Agent: \_\_\_\_\_  
 Co-Listing Agent: \_\_\_\_\_ Co-Selling Agent: \_\_\_\_\_  
 L/A Comm: \_\_\_\_\_ % or \$ \_\_\_\_\_ S/A Comm: \_\_\_\_\_ % or \$ \_\_\_\_\_  
 Co-L/A Comm: \_\_\_\_\_ % or \$ \_\_\_\_\_ Co-S/A Comm: \_\_\_\_\_ % or \$ \_\_\_\_\_

**LENDER**

Company: \_\_\_\_\_ Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Contact: \_\_\_\_\_

**CONTRACT**

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

**CLOSING**

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

**OTHER REMARKS**

\_\_\_\_\_  
 \_\_\_\_\_

**CLOSING BILL: SALE OF BUSINESS**

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

**Business Name/Address:** \_\_\_\_\_

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

Agent Contact Number: \_\_\_\_\_

Agent Email: \_\_\_\_\_

Agent DOS#: \_\_\_\_\_

Office DOS#: **10991213047** \_\_\_\_\_

Selling Price: \$ \_\_\_\_\_

Commission Due: \$ \_\_\_\_\_

Payable To: **Keller Williams Realty Gold Coast**

Approved By:

**Keller Williams Realty Gold Coast**

By: \_\_\_\_\_

Agent (Print)

\_\_\_\_\_

Date

\_\_\_\_\_

(Sign)

\_\_\_\_\_

Date