



FILE SUBMISSION SHEET

(Use one cover sheet per Transaction/ per Agent)

Listing Expiration Date: _____ Estimated Closing Date: _____
_____ New File _____ Standard Funding
_____ Existing File-update _____ Paid At Closing (PAC) (check if requesting a PAC)

Represent: _____ Seller/Landlord _____ Buyer/Tenant _____ Both (Seller & Buyer) _____ Referral

Transaction Type: _____ Re-Sale _____ New Construction _____ SHORT SALE _____ BANK OWNED/REO _____ LEASE _____ COMMERCIAL _____ Other

****TRANSACTION INFO:**

ENR AGENT NAME: _____

Property Address: _____

Seller(s) Name: _____

Buyer(s) Name: _____

****Referral: _____ YES or _____ NO (If YES) _____ Internal _____ External (include broker executed W-9)

****CHECK DOCUMENTS ENCLOSED WITH COVER SHEET: (*) are forms required for all transaction)**

SELLER -LISTING FILE:

- _____ File Submission Sheet (this form)*
- _____ Listing agreement*
- _____ Seller Property Disclosure (recommended)*
- _____ Addendums/other Disclosures (if applicable)
- _____ ENR Comprehensive Disclosure (signed by ENR customer only)*
- _____ Referral Agreement (if applicable: include broker W-9)
- _____ MLS Data Entry Form* (If property listed on MLS)
- _____ MLS Waiver* (If property NOT listed on MLS)
- _____ MLS Broker Synopsis "Active Status" (if applicable)
- _____ Other (_____)
- _____ Other (_____)

BUYER- SALE FILE:

- _____ File Submission Sheet (this form)*
- _____ Sale and Purchase Agreement*
- _____ Escrow Receipt*
- _____ Addendums/Disclosures (if applicable)
- _____ ENR Comprehensive Disclosure (signed by your customer only)*
- _____ MLS Broker Synopsis (if applicable)
- _____ Referral Agreement (if applicable: include broker W-9)
- _____ Commission Form*
- _____ Other (_____)
- _____ Other (_____)
- _____ Other (_____)

RENTAL:

- _____ Listing to lease Agreement (If applicable)
- _____ Lease Agreement*
- _____ MLS Broker Synopsis (If applicable)
- _____ Commission Form and File Submission form*

REFERRAL (Internal/ External):

- _____ Referral agreement signed by broker(s)*
- _____ W-9 FORM* (applicable IF ENR is paying commission to other Broker)
- _____ Commission Form and File Submission form*
- _____ Other (_____)

****SUBMIT FILES TO THE OFFICE:**

-via email at myenrfile@gmail.com

(Include on the email subject line -Property address & Agent Name (example: 123 Jay St., John Smith)

-Include this cover sheet with each file submission (if no cover sheet is received file may not be processed)

NOTE: this form is available on ENR Website: www.empirenetworkrealty.com (click: Agent Support /Empire Agent Portal/Transaction form (Password: empire104)

To request paid at closing, files must be complete and approved at least 72 hours prior to closing (Excluding Holidays/ Weekends and the day of closing). Also, your account with ENR must be current with no past due balance owed to obtain approval for Paid at Closing. An agent RE license must be active with ENR to request PAC.