



**FILE SUBMISSION SHEET**

**(Use one cover sheet per Transaction/ per Agent) One Email per file**

Listing Expiration Date: \_\_\_\_\_ Estimated Closing Date: \_\_\_\_\_  
\_\_\_\_\_ E-Check (\$1 Process Fee per Check) \_\_\_\_\_ Paid At Closing (Pickup Check at Closing)

\*\*\*\*\*

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 transactions)**

**SELLER -LISTING FILE:**

- \_\_\_ File Submission Sheet (this form)\*
- \_\_\_ Listing agreement\*
- \_\_\_ Seller Property Disclosure\*
- \_\_\_ 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)
- \_\_\_ Office Exclusive listing from MLS\* (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](mailto:myenrfile@gmail.com)

(Include on the email subject line -Property address & Your (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)

-One email per file- Office will not accept doc's for different transactions in the same email.

**NOTE:** this form is available on ENR Website: [www.empirenetworkrealty.com](http://www.empirenetworkrealty.com)

(Click Tab: Agent Support, Empire Agent Portal, Login, & scroll down to Transaction forms)

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 to obtain approval for Paid at Closing. An agent RE license must be active with ENR to request PAC.