



STANBERRY COMMERCIAL

SALES/LEASE TRANSACTION REPORT

For Office Use Only

List# _____ Transaction# _____

Agent _____ Attached Contract/Lease Sale Lease

Sale Amount _____ OR Total Rents Amount _____

Your Total Commission (\$) _____ % of Sale/Lease _____

Contract/Lease Date _____ Closing/Commencement Date _____

Property Address (street) _____

(city state zip) _____ County _____

Buyer/Tenant

Buyer Name _____

Buyer Agency _____

Buyer Agent _____

Seller/Landlord

Seller Name _____

Seller Agency _____

Seller Agent _____

Property Type (please check) Office Retail Industrial Multifamily Farm/Ranch Land

Area of Improvements (SF leased or sold) _____

Land Area (SF if commercial) _____ (acres if farm/ranch) _____

Primary Lease Term (months) _____

Title Company _____ Closer _____

Address (city state zip) _____

Phone # _____ Fax # _____

Referral _____% Referring Agent _____

If this is an incoming listing or sale referral, please fill out the "Sales Referral Information Form" for accounting.

PRESS RELEASE: (mandatory on improved properties)

This information can be sent, as appropriate, to the Austin Chamber, Austin American Statesman, Austin Business Journal, REDNews and the Community Impact. Describe the transaction including the business square footage and address, name of agent and broker representing both sides of the transaction. Send a copy to marketing so it can be sent on.

