**Buyer Opening Call**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Left Message \_\_\_\_\_ Spoke Directly to Client \_\_\_\_\_

 **Wire Safe Form/Wire Fraud:** This will be the ONLY set of wiring instructions sent

**startSAFE:** Please look for this email and complete the questionnaire as soon as possible. Confirm email addresses and phone numbers for ALL parties

 **SmartMail:** used for security purposes. Need to register & know about the 2-factor auth.

Optional:

Best form of contact (circle): EMAIL PHONE # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you be out of town: Yes or No Info: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Confirm email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Confirm Cell Phones: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Simultaneous Sale Closing: Yes or No Info: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Seller Opening Call**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Left Message \_\_\_\_\_ Spoke Directly to Client \_\_\_\_\_

 **Wire Fraud:** make them aware of this issue

**startSAFE:** Please look for this email and complete the questionnaire as soon as possible. Confirm email addresses and phone numbers for ALL parties.

 **SmartMail:** used for security purposes. Need to register & know about the 2-factor auth.

Optional:

Best form of contact (circle): EMAIL PHONE # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you be out of town: Yes or No Info: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Confirm email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Confirm Cell Phones: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Simultaneous Purchase Closing: Yes or No Info: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*Make seller aware that all proceeds must go to the owner of record. If it is an estate sale make sure they have a bank account set up and have tax ID numbers\*\***