

Contact Memorandum



Listing Address: _____

Date of Contact: _____

- _____ Office Conference
- _____ Telephone Conference
- _____ Other: _____

Listing Broker/Salesperson: _____

Selling Broker/Salesperson: _____

Name of Potential Buyer: _____

Role of Selling Broker/Salesperson:

- _____ Subagent
- _____ Buyer's Agent
- _____ Transaction Coordinator

Signature of Broker/Salesperson Preparing Form