

Business Opportunity

California Regional MLS Matrix Listing Input Form

Required fields are denoted with a red asterisk (*) and conditionally required fields are denoted with a double red asterisk (**).

Status									
* Listing Status: <input type="checkbox"/> Active (Property is open to offers and IS available for showings) <input type="checkbox"/> Coming Soon (Property is open to offers but is NOT available for showings)									
Basics									
Listing Information:									
* List Price:					List Price Low:				
* Parcel Number Available? <input type="checkbox"/> Yes <input type="checkbox"/> No			* Parcel Number:						
Additional Parcels? <input type="checkbox"/> Yes <input type="checkbox"/> No			Additional Parcels (Separated By Comma):						
County/City/Area/Tract:									
* County:			* City:				** MLS Area:		
Address Information:									
Street #:					Str Number Ext:				
Str Direction Prefix: <input type="checkbox"/> East <input type="checkbox"/> North <input type="checkbox"/> Northeast <input type="checkbox"/> Northwest <input type="checkbox"/> South <input type="checkbox"/> Southeast <input type="checkbox"/> Southwest <input type="checkbox"/> West									
* Street Name:									
Str Suffix:									
<input type="checkbox"/> Alley		<input type="checkbox"/> Drive		<input type="checkbox"/> Junction		<input type="checkbox"/> Pike		<input type="checkbox"/> Street	
<input type="checkbox"/> Avenue		<input type="checkbox"/> Expressway		<input type="checkbox"/> Lane		<input type="checkbox"/> Place		<input type="checkbox"/> Terrace	
<input type="checkbox"/> Boulevard		<input type="checkbox"/> Freeway		<input type="checkbox"/> Loop		<input type="checkbox"/> Plaza		<input type="checkbox"/> Trace	
<input type="checkbox"/> Causeway		<input type="checkbox"/> Grove		<input type="checkbox"/> Mall		<input type="checkbox"/> Rise		<input type="checkbox"/> Trail	
<input type="checkbox"/> Circle		<input type="checkbox"/> Highway		<input type="checkbox"/> Parkway		<input type="checkbox"/> Road		<input type="checkbox"/> Turnpike	
<input type="checkbox"/> Court		<input type="checkbox"/> Interstate		<input type="checkbox"/> Pass / Bypass		<input type="checkbox"/> Run		<input type="checkbox"/> Walk	
<input type="checkbox"/> Cut / Cutoff		<input type="checkbox"/> Island		<input type="checkbox"/> Pathway		<input type="checkbox"/> Square		<input type="checkbox"/> Way	
Str Suffix Modifier:				Str Direction Suffix:					
				<input type="checkbox"/> East <input type="checkbox"/> North <input type="checkbox"/> Northeast <input type="checkbox"/> Northwest <input type="checkbox"/> South <input type="checkbox"/> Southeast <input type="checkbox"/> Southwest <input type="checkbox"/> West					
Unit #:		* State:		* Postal Code:			Postal Code +4:		Country:
* Directions:									
Basic Information:									
* Business Type:									
<input type="checkbox"/> Accounting		<input type="checkbox"/> Build to Suit		<input type="checkbox"/> Employment		<input type="checkbox"/> Landscaping		<input type="checkbox"/> Regional Center	
<input type="checkbox"/> Administrative and Support		<input type="checkbox"/> Butcher		<input type="checkbox"/> Farm		<input type="checkbox"/> Laundromat		<input type="checkbox"/> Rental	
<input type="checkbox"/> Adult Family Home		<input type="checkbox"/> Cabinets		<input type="checkbox"/> Ranch		<input type="checkbox"/> Liquor Store		<input type="checkbox"/> Restaurant	
<input type="checkbox"/> Advertising		<input type="checkbox"/> Candy/Cookie		<input type="checkbox"/> Fast Food		<input type="checkbox"/> Live/Work		<input type="checkbox"/> Retail	
<input type="checkbox"/> Agriculture		<input type="checkbox"/> Car Wash		<input type="checkbox"/> Financial		<input type="checkbox"/> Locksmith		<input type="checkbox"/> Saddlery/Harness	
<input type="checkbox"/> Animal Grooming		<input type="checkbox"/> Carpet/Tile		<input type="checkbox"/> Fitness		<input type="checkbox"/> Manufacturing		<input type="checkbox"/> Showroom	
<input type="checkbox"/> Appliances		<input type="checkbox"/> Child Care		<input type="checkbox"/> Florist/Nursery		<input type="checkbox"/> Medical		<input type="checkbox"/> Single-Tenant	
<input type="checkbox"/> Aquarium Supplies		<input type="checkbox"/> Church		<input type="checkbox"/> Food & Beverage		<input type="checkbox"/> Mixed		<input type="checkbox"/> Special Use	
<input type="checkbox"/> Arts and Entertainment		<input type="checkbox"/> Clothing		<input type="checkbox"/> Forest Reserve		<input type="checkbox"/> Mobile/Trailer Park		<input type="checkbox"/> Sporting Goods	
<input type="checkbox"/> Athletic		<input type="checkbox"/> Commercial		<input type="checkbox"/> Franchise		<input type="checkbox"/> Multi-Tenant		<input type="checkbox"/> Stand-Alone	
<input type="checkbox"/> Auto Body		<input type="checkbox"/> Computer		<input type="checkbox"/> Furniture		<input type="checkbox"/> Music		<input type="checkbox"/> Storage	
<input type="checkbox"/> Auto Dealer		<input type="checkbox"/> Condominium		<input type="checkbox"/> Gas Station		<input type="checkbox"/> Nursing Home		<input type="checkbox"/> Strip Mall	
<input type="checkbox"/> Auto Glass		<input type="checkbox"/> Construction/Contractor		<input type="checkbox"/> Gift Shop		<input type="checkbox"/> Office Supply		<input type="checkbox"/> Toys	
<input type="checkbox"/> Auto Parts		<input type="checkbox"/> Convalescent		<input type="checkbox"/> Government		<input type="checkbox"/> Other		<input type="checkbox"/> Transportation	
<input type="checkbox"/> Auto Rent/Lease		<input type="checkbox"/> Convenience Store		<input type="checkbox"/> Grocery		<input type="checkbox"/> Pad(s)		<input type="checkbox"/> Travel	
<input type="checkbox"/> Auto Repair-Specialty		<input type="checkbox"/> Dance Studio		<input type="checkbox"/> Hardware		<input type="checkbox"/> Paints		<input type="checkbox"/> Upholstery	
<input type="checkbox"/> Auto Service		<input type="checkbox"/> Decorator		<input type="checkbox"/> Health Food		<input type="checkbox"/> Parking		<input type="checkbox"/> Utility	
<input type="checkbox"/> Auto Stereo/Alarm		<input type="checkbox"/> Deli/Catering		<input type="checkbox"/> Health Services		<input type="checkbox"/> Pet Store		<input type="checkbox"/> Variety	
<input type="checkbox"/> Auto Tires		<input type="checkbox"/> Dental		<input type="checkbox"/> Hobby		<input type="checkbox"/> Photographer		<input type="checkbox"/> Video	
<input type="checkbox"/> Auto Wrecking		<input type="checkbox"/> Distribution		<input type="checkbox"/> Home Cleaner		<input type="checkbox"/> Pizza		<input type="checkbox"/> Wallpaper	
<input type="checkbox"/> Bakery		<input type="checkbox"/> Doughnut		<input type="checkbox"/> Hospitality		<input type="checkbox"/> Printing		<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Bar/Tavern/Lounge		<input type="checkbox"/> Drugstore		<input type="checkbox"/> Hotel/Motel		<input type="checkbox"/> Professional Service		<input type="checkbox"/> Wholesale	
<input type="checkbox"/> Barber/Beauty		<input type="checkbox"/> Dry Cleaner		<input type="checkbox"/> Ice Cream/Frozen Yogurt		<input type="checkbox"/> Professional/Office			
<input type="checkbox"/> Bed & Breakfast		<input type="checkbox"/> Education/School		<input type="checkbox"/> Industrial		<input type="checkbox"/> Real Estate			
<input type="checkbox"/> Books/Cards/Stationary		<input type="checkbox"/> Electronics		<input type="checkbox"/> Jewelry		<input type="checkbox"/> Recreation			
Year Built:			Leasable Area Units: <input type="checkbox"/> Square Feet <input type="checkbox"/> Square Meters			Leasable Area:			
Year Built Source: <input type="checkbox"/> Appraiser <input type="checkbox"/> Assessor <input type="checkbox"/> Builder <input type="checkbox"/> Estimated <input type="checkbox"/> Other <input type="checkbox"/> Public Records <input type="checkbox"/> See Remarks <input type="checkbox"/> Seller									
* Year Established:			Building Name:						
Building Area Total:			Building Area Units: <input type="checkbox"/> Square Feet <input type="checkbox"/> Square Meters						
Living Area Source: <input type="checkbox"/> Appraiser <input type="checkbox"/> Assessor <input type="checkbox"/> Builder					<input type="checkbox"/> Estimated <input type="checkbox"/> GIS Calculated <input type="checkbox"/> Not Taped		<input type="checkbox"/> Other <input type="checkbox"/> Owner <input type="checkbox"/> Plans		<input type="checkbox"/> Public Records <input type="checkbox"/> See Remarks <input type="checkbox"/> Seller
							<input type="checkbox"/> Survey <input type="checkbox"/> Taped		

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Basic Information continued:					
Business Name:					
Zoning:			Minimum Down Amount:		
Lot Size Area:		*Lot Size Units: <input type="checkbox"/> Square Feet <input type="checkbox"/> Square Meters			
Lot Size Source:	<input type="checkbox"/> Appraiser <input type="checkbox"/> Assessor <input type="checkbox"/> Builder	<input type="checkbox"/> Estimated <input type="checkbox"/> GIS Calculated <input type="checkbox"/> Not Taped	<input type="checkbox"/> Other <input type="checkbox"/> Owner <input type="checkbox"/> Plans	<input type="checkbox"/> Public Records <input type="checkbox"/> See Remarks <input type="checkbox"/> Seller	<input type="checkbox"/> Survey <input type="checkbox"/> Taped
Lot Dimensions Source:	<input type="checkbox"/> Appraiser <input type="checkbox"/> Assessor <input type="checkbox"/> Builder	<input type="checkbox"/> Estimated <input type="checkbox"/> GIS Calculated <input type="checkbox"/> Not Taped	<input type="checkbox"/> Other <input type="checkbox"/> Owner <input type="checkbox"/> Plans	<input type="checkbox"/> Public Records <input type="checkbox"/> See Remarks <input type="checkbox"/> Seller	<input type="checkbox"/> Survey <input type="checkbox"/> Taped
Listing Terms:					
<input type="checkbox"/> 1031 Exchange	<input type="checkbox"/> FHA	<input type="checkbox"/> Lien Release	<input type="checkbox"/> Subject To Court	<input type="checkbox"/> VA Loan	
<input type="checkbox"/> Cal Vet Loan	<input type="checkbox"/> FHA 203(b)	<input type="checkbox"/> Non-Smoking Premises	<input type="checkbox"/> Subject To Other	<input type="checkbox"/> VA No Loan	
<input type="checkbox"/> Cash	<input type="checkbox"/> FHA 203(k)	<input type="checkbox"/> Owner May Carry	<input type="checkbox"/> Submit	<input type="checkbox"/> VA No No Loan	
<input type="checkbox"/> Cash To Existing Loan	<input type="checkbox"/> Freddie Mac	<input type="checkbox"/> Owner Pay Points	<input type="checkbox"/> Subordinate		
<input type="checkbox"/> Cash to New Loan	<input type="checkbox"/> Government Loan	<input type="checkbox"/> Owner Survey	<input type="checkbox"/> Trade		
<input type="checkbox"/> Contract	<input type="checkbox"/> Land Use Fee	<input type="checkbox"/> Owner Will Carry	<input type="checkbox"/> Trust Conveyance		
<input type="checkbox"/> Conventional	<input type="checkbox"/> Lease Back	<input type="checkbox"/> Private Financing Available	<input type="checkbox"/> Trust Deed		
<input type="checkbox"/> Fannie Mae	<input type="checkbox"/> Lease Option	<input type="checkbox"/> Relocation Property	<input type="checkbox"/> USDA Loan		
Description					
Public Remarks:					
<p><i>The Public Remarks may only contain a description of the property, its features, its location or community, specific terms to or exclusions from a sale (or lease). All text must be entered in the English language ONLY. The following are NOT allowed to appear in the property description: Gate/Alarm Codes, Lockbox Combo, FSBO, Vacant, Occupied, Open House Information, Showing Instructions, Email Addresses, Website Addresses, Phone Numbers, Agent, Assistant, Co-Lister or Owner Names, or any language that violates Fair Housing/HUD Guidelines.</i></p>					
Exclusions:					
Inclusions:					
Business URL:					
Business URL Description:					
Virtual Tour URL Unbranded (NO Agent/Broker Information):					
<p><i>The Virtual Tour Field shall contain ONLY a live link to a Virtual Tour of the property. The Virtual Tour may not include such things as: agent/broker photos, agent/broker names, phone numbers, web site addresses, email addresses or advertising other than about the property. No messages or solicitations of any kind. Begin your URL with HTTP:// or HTTPS://. For example http://www.virtualtour.com/etc.</i></p>					
Virtual Tour URL Unbranded 2 (NO Agent/Broker Information):					
<p><i>The Virtual Tour Field shall contain ONLY a live link to a Virtual Tour of the property. The Virtual Tour may not include such things as: agent/broker photos, agent/broker names, phone numbers, web site addresses, email addresses or advertising other than about the property. No messages or solicitations of any kind. Begin your URL with HTTP:// or HTTPS://. For example http://www.virtualtour.com/etc.</i></p>					

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Syndication Remarks & Branded Virtual Tour

Syndication Remarks:

Syndication Remarks may contain information intended specifically for the consumers; this includes contact and other non-confidential information. Syndication Remarks is used in place of the Property Description for syndication display. If left blank during input, syndication websites will continue to receive the text you place in the "Property Description" field.

Virtual Tour URL Branded (Agent/Broker Information):

This Virtual Tour may include Agent/Office branding and will only be used in our Syndication data feeds. Begin your URL with HTTP:// or HTTPS://. For example <http://www.virtualtour.com/etc>.

Business Details

Business Information:

Building Features: <input type="checkbox"/> Elevators <input type="checkbox"/> Living Quarters <input type="checkbox"/> Phone System <input type="checkbox"/> Rec Room <input type="checkbox"/> TV System	Special Licenses: <input type="checkbox"/> None <input type="checkbox"/> Beer/Wine <input type="checkbox"/> Class H <input type="checkbox"/> Gambling <input type="checkbox"/> Other <input type="checkbox"/> Professional	Hours/Days of Operation: <input type="checkbox"/> Evenings Only <input type="checkbox"/> Open 24 Hours <input type="checkbox"/> Open 7 Days <input type="checkbox"/> Open 8 Hours/Day <input type="checkbox"/> Open -8 Hours/Day	<input type="checkbox"/> Open 8+ Hours/Day <input type="checkbox"/> Open Monday-Friday <input type="checkbox"/> Open Saturday <input type="checkbox"/> Open Sunday
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*# of Full Time Employees:	*# of Part Time Employees:	Reason For Selling:
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Equipment Value:	Inventory Value:
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*Ownership Type: <input type="checkbox"/> Corporation <input type="checkbox"/> Franchise <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor	Parking Total:	Seating Capacity:
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Years Current Owner:	Hours Owner Works:	Professional Mgmt Expense:
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Lease Information:

Total Actual Rent:	Monthly NNN:	Equipment Expense:
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Lease Expiration:	Lease Assignable? <input type="checkbox"/> Yes <input type="checkbox"/> No	Lease Renewal Option? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Financial Information:

Accounting Type: <input type="checkbox"/> Actual <input type="checkbox"/> ProForma	Gross Operating Income:
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Operating Expense:	Net Profit:
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Office & MLS

Listing Information:

*Buyer Agency Comp:	*Buyer Agency Comp Type: <input type="checkbox"/> \$ <input type="checkbox"/> % <input type="checkbox"/> See Remarks	*Dual Variable Compensation? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Buyer Agency Comp Remarks:

*Listing Contract Date:	*Expiration Date:
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Listing Service: <input type="checkbox"/> Entry Only <input type="checkbox"/> Full Service <input type="checkbox"/> Limited Service	Sign on Property? <input type="checkbox"/> Yes <input type="checkbox"/> No
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**Start Showing Date (required only for Coming Soon - ≤ 21 days in the future):

*Listing Agreement: <input type="checkbox"/> Seller Reserved <input type="checkbox"/> Exclusive Right To Sell	<input type="checkbox"/> Exclusive Right With Exception <input type="checkbox"/> Net	<input type="checkbox"/> Open <input type="checkbox"/> Probate
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Office & MLS continued:		
Occupant Information:		
*Showing Contact Type: <input type="checkbox"/> None <input type="checkbox"/> Agent <input type="checkbox"/> Occupant <input type="checkbox"/> Other <input type="checkbox"/> Owner <input type="checkbox"/> Property Manager <input type="checkbox"/> See Remarks		
Showing Contact Name:		Showing Contact Phone: Ext:
Occupant Information:		
*Occupant Type: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Vacant		
Owner Name:		Owner Phone:
Showing Information:		
*Showing Instructions:		
*Lock Box Location:		
*Lock Box Description: <input type="checkbox"/> None <input type="checkbox"/> Multacc <input type="checkbox"/> Seller providing Access <input type="checkbox"/> Call Listing Office <input type="checkbox"/> Risco <input type="checkbox"/> Sentrilock <input type="checkbox"/> Combo <input type="checkbox"/> See Remarks <input type="checkbox"/> Supra		
Lock Box Version: <input type="checkbox"/> Supra <input type="checkbox"/> Supra BT <input type="checkbox"/> Supra BT LE		Lock Box Serial Number:
Contact Information:		
Other Phone Description:		Other Phone Number: Ext:
*Preferred Order of Contact: — Select up to 6 contact options using the numbers 1 to 6 to specify the order. <input type="checkbox"/> Agent Cell Ph <input type="checkbox"/> Agent Pager Ph <input type="checkbox"/> Co-Agent Direct Ph <input type="checkbox"/> Co-Agent Text Message <input type="checkbox"/> Office Ph <input type="checkbox"/> Agent Direct Ph <input type="checkbox"/> Agent Text Message <input type="checkbox"/> Co-Agent Email <input type="checkbox"/> Co-Agent Toll Free <input type="checkbox"/> Other <input type="checkbox"/> Agent Email <input type="checkbox"/> Agent Toll Free <input type="checkbox"/> Co-Agent Fax <input type="checkbox"/> Co-Agent Voice Mail <input type="checkbox"/> Agent Fax <input type="checkbox"/> Agent Voice Mail <input type="checkbox"/> Co-Agent Home Ph <input type="checkbox"/> Offers Email <input type="checkbox"/> Agent Home Ph <input type="checkbox"/> Co-Agent Cell Ph <input type="checkbox"/> Co-Agent Pager Ph <input type="checkbox"/> Office Fax		
Private Remarks:		
MLS		
Ad Number:		
Before selecting "No" on any of the below options written authorization from the seller is required.		
*Internet Entire Listing Display? <input type="checkbox"/> Yes <input type="checkbox"/> No		*Internet Address Display? <input type="checkbox"/> Yes <input type="checkbox"/> No
*Internet Consumer Comment? <input type="checkbox"/> Yes <input type="checkbox"/> No		*Internet Automated Valuation Display? <input type="checkbox"/> Yes <input type="checkbox"/> No
*Neighborhood Market Report Seller Participant? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Agent information:		
List Agent MLS ID:		Co-List Agent MLS ID:
List Team ID:		Co-List Team ID:
Offers Email:		Photographer MLS ID:
State License - Listing Agent		
Listing Agent information:		
List Agent:		*List Agent State License Number:
Co-Listing Agent information:		
Co-List Agent:		Co-List Agent State License Number:

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Open House

Open House #1:

Date:	Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	to _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
Showing Agent:		Attended: <input type="checkbox"/> Agent <input type="checkbox"/> Seller <input type="checkbox"/> Unattended
Refreshments: <input type="checkbox"/> Yes <input type="checkbox"/> No	Drawing? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Open House Type: <input type="checkbox"/> Virtual Public <input type="checkbox"/> Virtual Broker	Active? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Virtual Open house URL:		
Comments:		

Open House #2:

Date:	Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	to _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
Showing Agent:		Attended: <input type="checkbox"/> Agent <input type="checkbox"/> Seller <input type="checkbox"/> Unattended
Refreshments: <input type="checkbox"/> Yes <input type="checkbox"/> No	Drawing? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Open House Type: <input type="checkbox"/> Virtual Public <input type="checkbox"/> Virtual Broker	Active? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Virtual Open house URL:		
Comments:		

Open House #3:

Date:	Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	to _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
Showing Agent:		Attended: <input type="checkbox"/> Agent <input type="checkbox"/> Seller <input type="checkbox"/> Unattended
Refreshments: <input type="checkbox"/> Yes <input type="checkbox"/> No	Drawing? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Open House Type: <input type="checkbox"/> Virtual Public <input type="checkbox"/> Virtual Broker	Active? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Virtual Open house URL:		
Comments:		

Open House #4:

Date:	Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	to _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
Showing Agent:		Attended: <input type="checkbox"/> Agent <input type="checkbox"/> Seller <input type="checkbox"/> Unattended
Refreshments: <input type="checkbox"/> Yes <input type="checkbox"/> No	Drawing? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Open House Type: <input type="checkbox"/> Virtual Public <input type="checkbox"/> Virtual Broker	Active? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Virtual Open house URL:		
Comments:		

The Information contained above is furnished for the sole benefit of Participants of CRMLS. All Information is intended as representative but is not guaranteed to be accurate.

Signatures

Agent Signature:	Date:
Sellers Signature:	Date:
Broker/Participant's Signature:	Date:
Sellers Signature:	Date: