

# TIFFANY REAL PROPERTY

“At Your Service”

**Westside/Closing:**  
8700 SW Creekside Place  
Creekside Corporate Park, Suite B  
Beaverton, OR 97008-7173  
Tel 503-626-0839  
Fax 503-626-3547

Offer #

Transaction #

**STAFF ASSIGNED**  
**DO NOT USE**

## COVER SHEET FOR ALL PAPERWORK SUBMISSIONS

(Use separate sheet for each listing, sale, etc.)

Your Name: \_\_\_\_\_ Your Phone No: \_\_\_\_\_

Property Address: \_\_\_\_\_ City: \_\_\_\_\_

Seller: \_\_\_\_\_ Buyer: \_\_\_\_\_

  **NEW LISTING**

  **ADDITION TO PREVIOUSLY SUBMITTED LISTING**

Price \$ \_\_\_\_\_  check here if this a **CHANGE**

If the expiration date has **CHANGED**, write it here: \_\_\_\_\_

 **OFFER**  **NOT YET ACCEPTED**  **REJECTED**

  **NEW SALE**

Accepted Price: \_\_\_\_\_  **check here if this is your listing**

check here to confirm you have included the Broker's Instructions to Escrow

check here to confirm you filled in the name & fax no. of the escrow agent

If redeeming a promissory note, did you return the original note to the Buyer?

  **ADDITION TO PREVIOUSLY SUBMITTED SALE OR OFFER**

  **MISCELLANEOUS**

Notes: \_\_\_\_\_

By my signature below, I affirm I have given copies of all documents to appropriate parties.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_