



**REAL ESTATE TRANSACTION  
ACCOUNT CHANGE**

**BUYER'S/SELLER'S [circle one] REAL ESTATE AGENT:**

AGENT NAME \_\_\_\_\_ DATE \_\_\_\_\_

AGENCY NAME \_\_\_\_\_ FAX # \_\_\_\_\_

PROPERTY \_\_\_\_\_ EMAIL \_\_\_\_\_

DATE OF CLOSING \_\_\_\_\_

**BUYER:**

NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_  
\_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

**SELLER:**

NAME \_\_\_\_\_

FORWARDING ADDRESS \_\_\_\_\_  
\_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

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***CLSD OFFICE USE ONLY***

REFERENCE NUMBER: \_\_\_\_\_

OUTSTANDING BALANCE DUE: \_\_\_\_\_ AS OF \_\_\_\_\_

DATE OF SUMP PUMP INSPECTION \_\_\_\_\_: PASS \_\_\_ FAIL \_\_\_

**ATTENTION: FAILED INSPECTIONS WILL HAVE TO BE CORRECTED AND INSPECTED WITHIN 30 DAYS OF INITIAL INSPECTION.**

ACCOUNT CHANGE COMPLETED BY: \_\_\_\_\_ DATE \_\_\_\_\_

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