



Processing Sheet

File No. _____

MLS No. _____

Property Address: _____

Purchase Price: _____ Closing Date: _____

Deposit Money: _____ Held by: _____

Inspections: ☐ Yes ☐ No Financing: ☐ Yes ☐ No

Lot Rent: _____ Community: _____

Manager: _____ Phone Number: _____

Utilities: ☐ Public ☐ Private ☐ Included in Rent Park Approval: ☐

Buyer: _____

Current Address: _____

Phone Number: _____ Email: _____

Agent: _____ Brokerage: _____

Phone Number: _____ Email: _____

Commission: _____ Admin/Broker Fee: _____

NOTES: _____

Seller: _____

Current Address: _____

Phone Number: _____ Email: _____

Agent: _____ Brokerage: _____

Phone Number: _____ Email: _____

Commission: _____ Admin/Broker Fee: _____

NOTES: _____

Lender: _____ Officer: _____

Phone Number: _____ Email: _____

NOTARY REGISTER

I, **Kathryn S. Greene**, Notary Public, acted as Notary Public for the Commonwealth of Pennsylvania on the following document(s) executed by _____ which are dated for _____. The fee I charged for notarization is \$_____ and the form(s) of identification for each party are on the back side of this Register.

Document(s) notarized:

- ☐ Certificate of Title for a Vehicle
- ☐ Mortgage
- ☐ Owner's Affidavit
- ☐ Purchaser's Affidavit
- ☐ Signature/Name Affidavit
- ☐ Limited POA
- ☐ Occupancy Affidavit
- ☐ Compliance Affidavit
- ☐ Errors and Omissions Agreement
- ☐ Gap Agreement
- ☐ Domestic Relations Affidavit
- ☐ Settlement Authorization
- ☐ Authorization to Split Proceeds
- ☐ MV-39 (Notification of Assignment upon Death of Owner)
- ☐ Other: _____
- ☐ Other: _____
- ☐ Other: _____
- ☐ Other: _____