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To:  
Tierra Antigua Realty Office Staff

From:

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Fax Number:

Date:

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Property Address:

Pages Including Cover Sheet:

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I am sending: (Check One)

\_\_\_\_\_ New Sale File

\_\_\_\_\_ New Listing File

\_\_\_\_\_ Add Paperwork to existing file

\_\_\_\_\_ Final Missing Paperwork (to receive commission check)

\_\_\_\_\_ Commission Instructions

Notes: