

CONFIRMATION MEMORANDUM

NOTE: This form is used by an agent when a conversation has occurred regarding critical negotiations or a contract, to state the terms discussed and confirm the content of the conversation.

DATE: _____, 20____, at _____, California.

TO: _____ Company _____ Address _____ _____ Phone _____ Fax _____ Email _____

FROM: _____ Company _____ Address _____ _____ Phone _____ Fax _____ Email _____

FACTS:

1. This memorandum confirms our conversation regarding the following contract:

- | | |
|---|---|
| <input type="checkbox"/> Listing/retainer agreement | <input type="checkbox"/> Rental/lease agreement |
| <input type="checkbox"/> Purchase agreement | <input type="checkbox"/> Trust deed loan number _____ |
| <input type="checkbox"/> Escrow number _____ | <input type="checkbox"/> _____ |

dated _____, 20____, at _____, California,
entered into by _____, as the _____, and
_____, as the _____,
regarding real estate referred to as _____.

MEMORANDUM:

2. On _____, 20____, at approximately _____ a.m., p.m.,
you and I personally spoke by phone, or in person at (*place*) _____.

3. We agreed to the following: _____

_____.

4. Your cooperation and commitment are appreciated and will be relied upon.
5. If this memorandum does not accurately state your understanding of our conversation, please contact me immediately to correct or clarify this memorandum.

Signed and mailed this date.

Broker: _____

By (print): _____

Signature: _____