

**Transaction Narrative Form**

The purpose of this form is to give the ALC Designation committee as much information as possible to adequately understand the nature of the transaction you are submitting. Insufficient responses will be returned for more information. All responses must be typed directly into this form. It is okay if your narrative form is more than two pages.

1. **Transaction Number** (please match Column 1 on the spreadsheet):

1. **Date of Transaction:**
2. **Property Address:**
3. **Parcel Tax ID #:**
4. **Type/ Description of Land:**
5. **Total Acreage:**
6. **Current Use/Zoning:**
7. **Total Sales Price:**
8. **Candidate Participation:** *please check applicable position in this transaction*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Listing Agent |  |  | Team Listing |  |  | Buyer’s Agent |
|  |  |  |  |  |  |  |  |
|  | Co-Listing |  |  | Auction |  |  | Referral |

If this was a co-listing or team listing:

1. How many agents were involved on your side of the deal? \_\_\_\_\_\_\_\_\_\_
2. If your participation, as reflected in Column 8 on the Volume Requirements Spreadsheet, is less than 100%, please explain the amount of work/responsibility you had in this transaction compared to the others you worked with on your side.
3. **Transaction Narrative Questions:** *Please answer all questions as thoroughly as possible. Question 10. A-D should each have* ***at least one paragraph*** *to help the committee understand both the overall transaction and your specific role in the transaction. DO NOT copy and paste your answers as each transaction is unique.*
4. **Are there improvements on the property? Yes \_\_\_\_ No \_\_\_\_\_**

**If yes, please explain how the land (including any agricultural improvements) is worth at least 51% of the total sales price. *For non-agricultural improvements, clearly state their value (must be 49% or less of the total sales price).***

1. **What were the buyer’s/seller’s objectives?**
2. **How did the transaction go? What were some of the challenges, solutions, and outcomes? Please describe any activity you did that went above and beyond your normal duties.**
3. **What was your specific role in the transaction? Please describe what you did to serve your client, market the property, and bring the transaction to completion.**
4. **Additional information (any further information to help explain the transaction)**
5. **Proof of Transaction: There are two options to verify your participation in this transaction –**

**A. Title/Closing Company Verification *OR* B. Supporting Documentation**

**A. Title/Closing Company Verification**

*I verify that the candidate, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, was involved in the transaction for the property listed above and to the best of my knowledge, all information included herein is true and accurate.*

Name of Title/Closing Company:

Address:

Verifier’s Name:

Verifier’s Position:

Verifier’s Signature:

**B. Supporting Documentation**

To verify the transaction listed, please provide a minimum of two of the following supporting documents:

* A HUD-1 or closing statement (please redact all confidential information)
* Proof of commission payment of verification of commission paid
* MLS Closing statement
* Copy of executed contract or lease (please redact all confidential information)
* Recorded and signed deeds (please redact all confidential information)

1. **Broker Verification:**

*I verify that I have read and reviewed this transaction narrative and the applicant’s volume requirements spreadsheet. I affirm that the information contained herein is true, accurate, and in accordance with our company records. I also affirm that that there were no cooperating agents except as shown herein. I understand that the ALC Designation Committee has the right to audit and verify any statements or documents associated with this transaction and anything found to be false could result in the revocation of the applicant’s ALC Designation and possible expulsion from RLI membership.*

Brokerage Firm:

Broker/Managing Broker Name:

Broker License Number:

Broker/Managing Broker Signature: