



## Transaction Narrative Form

The purpose of this form is to give the ALC Designation committee as much information as possible for them to adequately understand the nature of the transaction you are submitting. Please be as thorough as possible.

1. **Transaction Number** (please match column 1 on the spreadsheet):
2. **Date of Transaction:**
3. **Property Address:**
4. **Type/ Description of Land:**
5. **Total Acreage:**
6. **Price per Acre:**
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:

- a. How many agents were involved on your side of the deal? \_\_\_\_\_
- b. 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. \_\_\_\_\_

9. **Transaction Narrative Questions:** *Please answer all questions as thoroughly as possible. Use extra pages if necessary.*
  - A. **If there are improvements on the property, please explain how the land is worth at least 51% of the total sale.**
  
  - B. **What were the buyer's/seller's objectives?**

C. How did the transaction go? What were some of the challenges, solutions, and outcomes?

D. What was your specific role in the transaction?

E. Additional information (further information to help explain the transaction)

**10. 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 here in 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 redacted HUD-1 statement with buyer's/seller's proprietary information removed.
- MLS Closing document.
- Copy of executed contract or lease with all proprietary information redacted
- Recorded and signed deeds

**11. Broker Verification:**

*I verify that I have read and reviewed this transaction narrative and the applicant's volume requirements spreadsheet and affirm that the information contained herein is true, accurate, and in accordance with our company records. I also affirm 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: