



**California Association
of Business Brokers**

CBB Transaction Submittal Form

This form is used for CBB certification and/or renewal. Please complete this form for each transaction, attach the required documentation, and return to CABB@CABB.org along with your application packet.

Transaction Name:
Seller:
Buyer:
Closing Date:
Total Selling Price:
Please include total commission if value < 100 K:
Closing Escrow Company and/or Attorney:
Business Broker/Intermediary:
Represented: <input type="checkbox"/> Buyer <input type="checkbox"/> Seller <input type="checkbox"/> Both
Broker/Intermediary Firm:

Applicant should provide one of the following documents as transaction proof.

- Escrow Closing Report or
- Letter from escrow company (sample letter included) or
- Affidavit from an attorney (sample letter included)

I attest to the above and attached information to be factual and true.

Print Name:
Signature:
Date:

Please return this along with your application packet to:

California Association of Business Brokers
4747 N. First Street, Suite 140
Fresno, CA 93726

Or email the documents to CABB@CABB.org.



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Sample Letter Attorney, Accountant, or Escrow Letterhead

Date: _____

CABB

To Whom It May Concern:

This letter will serve to confirm that _____
Name

of _____
Firm

acted as the Primary Business Broker/Intermediary in the following transaction,

representing _____
Seller or Buyer or Both

BUSINESS NAME: _____

SELLER: _____

BUYER: _____

CLOSING DATE: _____

SELLING PRICE / TERMS: _____

I affirm that the above is true in all respects.

Regards,

Signature, Title