



## CBB Transaction Submittal Form

Transaction #: \_\_\_\_\_ of \_\_\_\_\_

This form is used as part of the **CABB Application for CBB certification or renewal**. Please complete 1 form for each transaction and number it above, **attach only the required documentation**, and return with your application packet. Note transaction close date must be within the previous 4-year period.

<b>Applicant Name:</b>		<b>Brokerage Firm Name:</b>	
<b>For this transaction, Applicant acted as:</b> <input type="checkbox"/> Agent representing: <input type="checkbox"/> Buyer <input type="checkbox"/> Seller <input type="checkbox"/> Both (1 credit per transaction) OR <input type="checkbox"/> Managing Broker, overseeing Agent (Agent's Name _____) (½ credit per transaction)			
<b>Business Sold Name:</b>			
<b>Business Sold Address (must be California-based):</b>			
<b>Buyer Name:</b>		<b>Closing Date:</b>	
<b>Total Selling Price:</b>		<b>Total Fee Paid to Brokerage:</b>	

**Applicant must provide the following for each transaction:**

- Escrow FINAL Closing Statement.** It must include the following information:
  - Escrow Officer signature or stamped certification,
  - consideration amount,
  - fee paid to brokerage,
  - brokerage name
  - and transaction close date.
- Transaction Verification Form** signed by escrow officer or Attorney.  
or
- If the Final Closing Statement does not include all the required information above or you cannot provide a Transaction Verification Form, then the applicant must provide all the following items:
  - Executed APA
  - Bill of Sale
  - Confirmation and date of funds/amount transferred to Brokerage
  - Rep Agreement

*To protect the privacy of your client, please do not send any other unnecessary documentation or sensitive information.*

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

<b>Applicant Signature:</b>		<b>Date:</b>	
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**Please return this form with the following attached via email to [cabb@cabb.org](mailto:cabb@cabb.org):**

Escrow FINAL Closing Statement      or      Executed APA  
and      Bill of Sale  
Signed Transaction Verification Form      Confirmation of Funds Transfer to Brokerage (Confirm the Fee Amount)  
Rep Agreement

**FOR CABB OFFICE USE**

<b>Approved By:</b>		<b>Date:</b>	
<b>New CBB Expiration Date:</b>			