



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 the required documentation, and return with your application packet. Note for renewing CBBs: transaction close date must be within your 4-year certification period.

Applicant Name:		Brokerage Firm Name:	
For this transaction, Applicant acted as: <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)			
Business Sold Name:			
Business Sold Address (must be California-based):			
Buyer Name:		Closing Date:	
Total Selling Price:		Total Fee Paid to Brokerage:	

Applicant must provide an Escrow FINAL Closing Statement for each transaction. It must include the following information: Escrow Officer signature or stamped certification, consideration amount, fee paid to brokerage, applicant's name, and transaction close date.

1. If the Final Closing statement does not include all the required information above or is not available, applicant must submit a [Transaction Verification Form](#) signed by escrow officer or Attorney.
2. If the Final Closing statement does not include all the required information above and you cannot provide a [Transaction Verification Form](#), then the applicant must provide all the following items:
 - A. Executed APA
 - B. Bill of Sale
 - C. Confirmation of Funds Transfer to Brokerage (Confirm the Amount of the Fee)
 - D. Rep Agreement

Please do not send any other unnecessary documentation or sensitive information.

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

Applicant Signature:		Date:	
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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 to CABB@CABB.org

FOR CABB OFFICE USE

Approved By:		Date:	
New CBB Expiration Date:			