


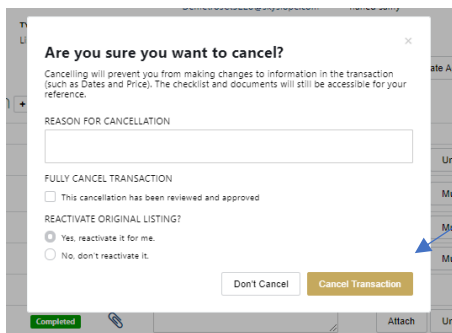
## CANCELING TRANSACTIONS IN SKYSLOPE

**“TIME IS OF THE ESSENCE” AND EM Release must happen immediately upon termination of a contract. Mishandling or delays in releasing money back to buyers is one thing that could jeopardize your license and the companies.**

Pull up the Property in Skyslope click the circle with a line through it

2219 Brienz Valley Dr, Franklin, TN 37064	Pending	Abbott Agent, Dena	0	02/28/2020	
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Type in the reason for the cancellation and click “Cancel Transaction”



You can now locate your transaction in Cancel/Pending status on your main page of transactions.

691 Pack Rd, White Bluff, TN 37187	Cancel/Pending	Perreault, Mary	2	01/20/2020
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Upload the **EXECUTED MUTUAL RELEASE** into the checklist. **Seller(s), Buyer(s) & Holder’s signatures are required for approval.**

24. Release	Required	The holder of the funds needs to		Attach	Not Required
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The back office will approve the Canceled Transaction once this document is uploaded.

Having the Title Companies hold the Earnest Money usually results in a timely money release.

If Realty One Group Music City is holding Earnest Money the Mutual must be sent to the office so that they can sign the document once the check has been sent back.

**\*\*Aged pending cancellations in Skyslope will prevent the payment of any future commissions to the agent. Sorry, NO exceptions.**



## MUTUAL RELEASE OF PURCHASE AND SALE AGREEMENT AND DISBURSEMENT OF EARNEST MONEY / TRUST MONEY

1 Buyer: Kimberly Smith  
 2 Seller: Jonathan P Gray and Elizabeth Gray  
 3 Property: 1027 Goldfinch tri, Portland, TN 37148  
 4 Earnest Money/Trust Money Amount: five hundred dollars (\$500.00)  
 5 Holder of Earnest Money/Trust Money: Midtown Title - Sondra  
 6 Located at: 600A Frazier Dr Suite 100 Franklin TN 37067

7 Buyer(s) shall release Seller(s) from all terms of a certain Purchase and Sale Agreement, with a Binding Agreement Date of  
 8 12/02/2019, ("Agreement"), and said Seller(s) agrees to release Buyer(s) from all terms of the Agreement.  
 9 Further, both Seller(s) and Buyer(s) do hereby agree to the cancellation and termination of said Agreement and that in  
 10 consideration of mutual promises and conditions herein contained, the receipt and sufficiency of which is hereby acknowledged,  
 11 Buyer(s), Seller(s) and Broker(s) (including all Licensees connected herewith) do hereby jointly and severally release one  
 12 another from all claims of every kind and character arising from or connected with the foregoing Agreement on the above  
 13 Property. If applicable, Buyer(s) have provided Seller(s) with any requested documentation which supports Buyer's right to  
 14 terminate pursuant to any specific Buyer's contingency contained within the Agreement. This Release shall be binding upon  
 15 and shall be effective for the benefit of any successors, heirs, and/or assignees of all parties. Earnest Money/Trust Money shall  
 16 not be disbursed prior to fourteen (14) days after deposit unless written evidence of clearance by bank is provided.

### 17 EARNEST MONEY/TRUST MONEY IS BEING DISBURSED AS FOLLOWS ("Check any that apply"):

- 18  1. Forfeited by Buyer(s) and paid to Seller(s) \_\_\_\_\_ as defined in the Purchase and  
 19 Sale Agreement at the following address: \_\_\_\_\_  
 20  2. Returned to Buyer(s) Kimberly Smith for the following reason(s):  
 21  a. unable to obtain financing as per Purchase and Sale Agreement  
 22  b. did not remove contingency upon notice of second acceptable Purchase and Sale Agreement pursuant to the  
 23 Buyer's First Right of Refusal Addendum (Seller's Right to Continue to Market Property)  
 24  c. Seller unable to provide good title.  
 25  d. Purchase and Sale Agreement contingency pertaining to \_\_\_\_\_ was not satisfied.  
 26  e. inspection contingencies.  
 27  f. other: \_\_\_\_\_

28 At the following address: \_\_\_\_\_  
 29  3. Split between the parties in the following manner:  
 30 Name: \_\_\_\_\_ Amount: \$ \_\_\_\_\_  
 31 Address: \_\_\_\_\_  
 32 Name: \_\_\_\_\_ Amount: \$ \_\_\_\_\_  
 33 Address: \_\_\_\_\_  
 34 Name: \_\_\_\_\_ Amount: \$ \_\_\_\_\_  
 35 Address: \_\_\_\_\_

Check one  
or the other  
Fill

All must be filled

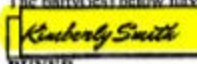
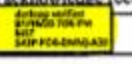



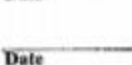
36 Name: \_\_\_\_\_ Amount: \$ \_\_\_\_\_  
37 Address: \_\_\_\_\_

38  4. Other: \_\_\_\_\_


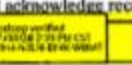





39  
40 LEGAL DOCUMENTS: This is an important legal document creating valuable rights and obligations. If you have questions  
41 about it, you should review it with your attorney. Neither the Broker nor any Agent or Facilitator is authorized or qualified to  
42 give you any advice about the advisability or legal effect of its provisions. By signing this document, you are certifying that  
43 you have read and accept these terms and acknowledge receipt of a copy of this Release.


44 This Release shall become binding when signed by all parties.

45 The party(ies) below have signed and acknowledged receipt of a copy.

46  	
47 BUYER	BUYER
48 _____ at _____ o'clock <input type="checkbox"/> am/ <input type="checkbox"/> pm	_____ at _____ o'clock <input type="checkbox"/> am/ <input type="checkbox"/> pm
49 Date	Date
50  	_____ 
51 Managing Broker - Selling Firm	Date
52 _____ at _____ o'clock <input type="checkbox"/> am/ <input type="checkbox"/> pm	_____ at _____ o'clock <input type="checkbox"/> am/ <input type="checkbox"/> pm

53 The party(ies) below have signed and acknowledged receipt of a copy.

54  	 
55 SELLER	SELLER
56 _____ at _____ o'clock <input type="checkbox"/> am/ <input type="checkbox"/> pm	_____ at _____ o'clock <input type="checkbox"/> am/ <input type="checkbox"/> pm
57 Date	Date
58  	_____ 
59 Managing Broker - Listing Firm	Date
_____ at _____ o'clock <input type="checkbox"/> am/ <input type="checkbox"/> pm	_____ at _____ o'clock <input type="checkbox"/> am/ <input type="checkbox"/> pm

60 DISBURSEMENT AUTHORIZED BY HOLDER:   
61 Holder Signature  
62 DATE: 1/21/20 at 10:01 o'clock  am /  pm

**For Information Purposes Only:**

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Gwen Dowland Independent Licensee	Dena Abbott Independent Licensee
dowlandg@realtracs.com Licensee Email	dena@RealtyONEMusicCity.com Licensee Email

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