Pineapple Title - Seller Net Sheet Instructions

1. To access the tool > go to the Pineapple Title website and hit Login (remember to bookmark this!!)

2. If you don't have an account, click *Sign Up Here* to create a username and password.
    a. It may ask for a phone number (don't use the - sign, just add the number)
    b. It may also ask for an address - you can use the office address
        i. 3907 Henderson Blvd, Tampa, FL 33629

3. Once logged into the title portal, you may see any "orders" or pending closings you have with Pineapple Title.

4. On the left hand side, click Seller Net Sheet > +New Net Sheet

5. Fill in the requested data for the property and seller's scenario > then click save.

6. A Net Sheet line item will appear in the dashboard list. Under Actions, click the Printer Icon to get a copy of the Net Sheet Report.

7. You can always come back to this to make adjustments for sales price, commission, concessions, etc. This is a fantastic tool to have at your fingertips as you work to focus the seller on their Net Proceeds number

versus the price and commission percentage!