

Property: _____ MLS# _____

Date Property Sold _____ Closing Date _____

Listing Price _____ Sale Price _____ Terms _____

CO- BROKER _____ Contact _____

Email _____ Phone _____ Fax _____ Cell _____

BUYER Name _____ Phone _____

Current Address _____

City _____ State _____ Zip _____

Work Number _____ Cell Number _____ Fax _____

SELLER
Name _____

TITLE COMPANY Date Title Work Was Ordered? _____

Office Name _____ Contact _____

Address _____

Phone _____ Fax _____ E Mail _____

MORTGAGE OfficeName _____ Contact _____

Address _____ Phone _____

Fax _____ Cell _____ E Mail _____

HOMEOWNERS ASSOCIATION Company _____

Fax _____ Phone _____ Approval Required Y / N , Approval Done Y/N, Date _____

INSPECTIONS Inspection Must Be Completed By _____ Repairs completed _____

Home Insp. Ordered _____ Done _____ Company _____ Phone _____

Termite Ordered _____ Done _____ Company _____ Phone _____

Septic Ordered _____ Done _____ Company _____ Phone _____

Survey Ordered _____ Done _____ Company _____ Phone _____

Insurance Home-Owners? _____ Flood? _____

Appraisal Y / N Who _____ Who Ordered _____

CRITICAL OBJECTIONS

?Fully Executed Contract in File Date _____ Office Pending File Started? _____

?Initial Deposit \$ _____ ?Deferred Deposit in Escrow? Date _____ Amount _____

Buyer Made Mortgage Application Dated _____

Written Loan Commitment due By _____ ?Received Close Date _____

TO DO

1. Order Escrow Check--- Amount _____
2. Keys For The Property
3. Home Warranty Walk-Through
4. Bring Appraisal, Surveys, Photo's, and Warranties Etc. To Closing For The New Owner
5. Fill Out A Closing Check List And Submit To Mary
6. Thank You to Co-Broke
7. Follow up with Buyer
8. Notes