

## BUYER'S AGENT

|   |                               |                                  |
|---|-------------------------------|----------------------------------|
| <b>PROPERTY ADDRESS:</b><br>123 Test Street, Philadelphia, PA 19123 | <b>MLS#:</b><br>{{mlsNumber}} | <b>AGENT:</b><br>John Test Smith |
| <b>CLOSING DATE:</b>  | <b>TIME:</b>                  | <b>LOCATION:</b>                 |

**INITIAL DOCUMENTATION**  
  
☐ AOS ☐ Check ☐ SPD ☐ PreQual/POF ☐ SEC ☐ Wire Notice ☐ HW  
☐ Deed ☐ Referral Form ☐ RLBPHD ☐ FYP Form ☐ WN ☐ DMN ☐ CN  
☐ KPSS ABA Form  
  
**KW Addendum signed:** ☐ Buyer ☐ Seller ☐ Agent**CONTRACT PROCESSING**  
☐ File started ☐ Submitted Contract Folder ☐ Approved ☐ Comm Submitted  
☐ Pending Checklist ☐ Date on Calendar ☐ Tasks set  
**AOS Copy to:** ☐ Client ☐ Bank ☐ Attorney  
☐ Introduction email sent to Buyer**DEPOSITS & MORTGAGE**  
**EMD Due:** \_\_\_\_\_ **Amount:** \_\_\_\_\_  
**Follow up on:** ☐ Deposit ☐ Mortgage Application ☐ Appraisal  
☐ 1st Deposit received ☐ 2nd Deposit received**INSPECTIONS & REPORTS**  
☐ Home Inspection Scheduled ☐ House & Septic Ready  
**Inspection Types:** ☐ General ☐ Termite ☐ Radon ☐ Water ☐ Septic  
**Inspection Date:** \_\_\_\_\_ **Inspector:** \_\_\_\_\_  
☐ Inspection Reports received ☐ sent to Client  
☐ Sent Rerminder ☐ BRTI Prepared ☐ Sent  
☐ CIT Addendum Prepared ☐ Sent ☐ Fully Signed**RESALE CERT \* C/O**  
**Resale Certificate Received:** ☐ Copy sent to Buyer ☐ Title Co  
☐ Receipt of Documents sent ☐ Receipt of Documents signed  
**C/O Received:** ☐ Copy sent to Buyer**APPRAISAL & MORTGAGE**  
**Mortgage Type:** \_\_\_\_\_  
**Appraisal:** ☐ Ordered ☐ Scheduled ☐ Value OK?  
**Repairs:** ☐ Repairs Needed ☐ No Repairs Needed  
**Mortgage Commitment Due:** \_\_\_\_\_ ☐ Requested ☐ Received**WARRANTY, REPAIRS, & UTILITY INFO**  
☐ Utility Info Requested ☐ Utility Info Received ☐ Sent  

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**Warranty:** ☐ Yes ☐ No ☐ Ordered ☐ Invoice sent to Title Company  
**Warranty Company:** {{warrantyCompany}}  
**Warranty Cost:** {{warrantyCost}} **Paid By:** ☐ Seller ☐ Buyer  

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**BRTI repairs:** ☐ Repairs finished ☐ request receipts  
☐ Receipts received and sent to Buyer**CLOSING DATE TRACKING**  
**Closing Date:** \_\_\_\_\_ ☐ Confirmed  
  
☐ All Parties Notified ☐ Extension Signed ☐ Calendar Updated  
**Closing Time Preferred:** \_\_\_\_\_**COMMISSION DETAILS**  
  
**Buyer's Agent %:** {{buyersAgentPercent}}  
  
**Total Commission %:** {{totalCommissionPercent}} **Seller Paid Commission:** \_\_\_\_\_**BUYER**  
**NAME:** {{buyerName}}  
**ADDRESS:** {{buyerAddress}}  
**PHONE:** {{buyerPhone}}  
**EMAIL:** {{buyerEmail}}**ATTORNEY**  
**NAME:** {{attorneyName}}  
**CONTACT:** \_\_\_\_\_**SELLER**  
**NAME:** {{sellerName}}  
**ADDRESS:** {{sellerAddress}}  
**PHONE:** {{sellerPhone}}  
**EMAIL:** {{sellerEmail}}**LISTING AGENT**  
**NAME:** John Test Smith  
**PHONE:** {{agentPhone}}  
**EMAIL:** {{agentEmail}}**TITLE AGENT**  
**NAME:** {{titleCompany}}  
**PHONE:** {{titlePhone}}  
**EMAIL:** {{titleEmail}}  
☐ Title Ordered ☐ TC Invoice sent **Date Ordered:** \_\_\_\_\_**HOA**  
**NAME:** {{hoaAssociation}}  
**CONTACT:** {{hoaContact}}  
Resale Certificate Received ☐  
**NOTES:** {{municipality}}  
{{warrantyCompany}}**C/O** ☐ Yes ☐ No  
**NOTES:** {{specialInstructions}}  
{{additionalNotes}}**LENDER INFORMATION**  
**NAME:** {{lenderName}}  
**PHONE:** {{lenderPhone}}  
**EMAIL:** {{lenderEmail}}**REFERRAL INFORMATION** ☐ Yes ☐ No  
**DUE TO:** {{referralParty}} **{{referralFee}}%****NOTES**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**QUICK REFERENCE**  
**CONTRACT DATE:** \_\_\_\_\_  
**ACCEPTANCE DATE:** \_\_\_\_\_  
**PRICE:** {{salePrice}}  
**SELLER'S ASSIST:** {{sellersAssist}}