

LISTING AGENT

PROPERTY ADDRESS: 123 Test Street, Philadelphia, PA 19123	MLS#: MLS12345
AGENT: John Test Smith	CLIENT: Seller Test Client

INITIAL DOCUMENTATION
☐ AOS ☐ Check ☐ SPD ☐ PreQual/POF ☐ SEC ☐ Wire Notice ☐ HW
☐ Deed ☐ Referral Form ☐ RLBPHD ☐ FYP Form ☐ WN ☐ DMN ☐ CN
☐ Dual Agency ☐ KPSS ABA Form ☐ BEC ☐ BAC ☐ KW Disclosure
KW Addendum signed: ☐ Buyer ☐ Seller ☐ Agent

CONTRACT PROCESSING
☐ File started ☐ Submitted ☐ Approved ☐ Commission Submitted
☐ File added to Pending Checklist ☐ Date on Calendar
☐ Tasks set up ☐ Pend MLS ☐ Added to Showing Time
AOS - Copy to: ☐ Client ☐ Agent ☐ Attorney

INSPECTION & DEPOSITS
☐ Inspection Instructions sent to Seller ☐ Pass @ Gate
☐ Mortgage App & Appraisal Order

Deposit Due By: _____
☐ 1st Deposit received ☐ 2nd Deposit received

INSPECTIONS & REPORTS
☐ Home Inspection Scheduled ☐ House & Septic Ready **Inspection Types:**
☐ General ☐ Termite ☐ Radon ☐ Water ☐ Septic
☐ BRTI received ☐ sent to Seller ☐ CIT prepared ☐ sent ☐ signed
☐ Inspection Reports received ☐ sent to Client

CERTIFICATES & DOCUMENTS
☐ Order Resale Cert. ☐ Request Payment from Seller ☐ Check Sent

Copy of Resale Cert sent to: ☐ Buyer's side ☐ Seller ☐ Title Co
☐ Receipt of Documents sent ☐ Fully signed copy of ROD

☐ C/O Req Payment ☐ Sent ☐ INSPECTION DATE: _____
☐ Copy to Buyer

APPRAISAL & MORTGAGE
Mortgage Type: _____
Appraisal: ☐ Ordered ☐ Scheduled ☐ Value OK? **Appraisal Repairs:** ☐ Yes
☐ No ☐ Completed ☐ Notified Lender
Mortgage Commitment Due: _____ ☐ Requested ☐ Received

WARRANTY, REPAIRS, & UTILITY INFO
☐ Utility Info Requested ☐ Utility Info Received ☐ Sent

Warranty: ☒ Yes ☐ No ☐ Ordered ☐ Invoice sent to Title Company
Warranty Company: Test Warranty Company
Warranty Cost: 550 **Paid By:** ☒ Seller ☐ Buyer

BRTI repairs: ☐ Repairs finished ☐ request receipts
☐ Receipts received and sent to Agent

CLOSING
Seller attending: ☐ Yes ☐ No ☐ Mailed Docs ☐ Sign early at Title Office
☐ Requested Escrow Check ☐ Confirmed Receipt

CLOSING DATE TRACKING
Closing Date: _____ ☐ Confirmed
☐ Sent Request to Schedule ☐ Clear to Close ☐ All Parties Notified
☐ Extension Signed

COMMISSION DETAILS
Buyer's Agent %: 3 **Seller Paid Commission:** _____
Listing Agent %: 3 **Buyer Paid Commission:** _____

SELLER INFORMATION
NAME: Seller Test Client
ADDRESS: 200 Seller St, Philadelphia, PA 19123
PHONE: 215-555-4321
EMAIL: seller@example.com

ATTORNEY INFORMATION
NAME: John Attorney
CONTACT: _____

BUYER INFORMATION
NAME: Seller Test Client
ADDRESS: 100 Buyer Ave, Philadelphia, PA 19123
PHONE: 215-555-4321
EMAIL: seller@example.com

BUYER'S AGENT INFORMATION
NAME: John Test Smith
PHONE: 215-555-4321
EMAIL: seller@example.com

TITLE AGENT INFORMATION
NAME: Test Title Company
PHONE: 215-555-4321
EMAIL: seller@example.com
☐ SELLER'S INFO SENT TO TITLE ☒ ROFR
☐ TC INVOICE SENT

HOA INFORMATION ☒ Yes ☐ No
ASSOCIATION: Test HOA **RESALE EXPIRES:** _____

EMAIL: _____ **PHONE:** _____
SELLER SENT PAYMENT ON: _____

CERTIFICATE OF OCCUPANCY ☒ Yes ☐ No
MUNICIPALITY: Philadelphia
REQUESTED: _____ **RECEIVED:** _____
C/O INSPECTION ON: _____

INSPECTION DETAILS
INSPECTOR: _____
CONTINGENCY DATE: _____ **INSPECTION DATE:** _____

UTILITIES INFORMATION
WATER TYPE: _____ **SEWER TYPE:** _____

REFERRAL INFORMATION ☒ Yes ☐ No
DUE TO: 5,000 **25%**

NOTES

QUICK REFERENCE
Contract Date: _____
Acceptance Date: _____
Price: 350,000
Seller's Assist: 5,000