

## BUYER'S AGENT

<b>PROPERTY ADDRESS:</b> 123 Test Street, Philadelphia, PA 19123	<b>MLS#:</b> {{mlsNumber}}	<b>AGENT:</b> 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 ☐ TC Invoice  
☐ Ordered ☐ 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}}