

## BUYER'S AGENT

**PROPERTY ADDRESS:**

123 Test Street, Philadelphia, PA 19123

**MLS#:**

MLS12345

**AGENT:**

John Test Smith

**CLOSING DATE:****TIME:****LOCATION:****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 Reminder ☐ 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

**Warranty:** ☐ Yes ☐ No ☐ Ordered ☐ Invoice sent to Title Company

**Warranty Company:** {{warrantyCompany}}

**Warranty Cost:** {{warrantyCost}} **Paid By:** ☐ Seller ☐ Buyer

**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:** Buyer Test Client

**ADDRESS:** 100 Buyer Ave, Philadelphia, PA 19123

**PHONE:** 215-555-6789

**EMAIL:** buyer@example.com

**ATTORNEY**

**NAME:** John Attorney

**CONTACT:** \_\_\_\_\_

**SELLER**

**NAME:** Seller Test Client

**ADDRESS:** 200 Seller St, Philadelphia, PA 19123

**PHONE:** 215-555-4321

**EMAIL:** seller@example.com

**LISTING AGENT**

**NAME:** John Test Smith

**PHONE:** 215-555-1234

**EMAIL:** agent@example.com

**TITLE AGENT**

**NAME:** Test Title Company

**PHONE:** 215-555-9999

**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:** Test special instructions

{{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:** 350,000

**SELLER'S ASSIST:** {{sellersAssist}}