

## LISTING AGENT

**PROPERTY ADDRESS:**

{{fldypnfnHhplWYcCW}}

**AGENT:**

{{fldFD4xHD0vxnSOHJ}}

**MLS#:**

{{fld6O2FglXQU5G27o}}

**CLIENT:**

{{fldSqxNOZ9B5PgSab}}

**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

**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 %:** {{fld5KRrToAAat5kOLd}} **Seller Paid Commission:** \_\_\_\_\_  
**Listing Agent %:** {{flduuQQT7o6XAGIRe}} **Buyer Paid Commission:** \_\_\_\_\_  
**Total Commission %:** {{fldE8lNzEorBtx2uN}}

**SELLER INFORMATION**

**NAME:** {{fldSqxNOZ9B5PgSab}}

**ADDRESS:** {{fldz1lpeR1256LhuC}}

**PHONE:** {{fldBnh8W6iGW014yY}}

**EMAIL:** {{flddP6a8EG6qTJdli}}

**ATTORNEY INFORMATION**

**NAME:** {{fld4YZ0qKHvRLK4Xg}}

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

**BUYER INFORMATION**

**NAME:** {{fldSqxNOZ9B5PgSab}}

**ADDRESS:** {{fldz1lpeR1256LhuC}}

**PHONE:** {{fldBnh8W6iGW014yY}}

**EMAIL:** {{flddP6a8EG6qTJdli}}

**BUYER'S AGENT INFORMATION**

**NAME:** {{fldFD4xHD0vxnSOHJ}}

**PHONE:** {{fldBnh8W6iGW014yY}}

**EMAIL:** {{flddP6a8EG6qTJdli}}

**TITLE AGENT INFORMATION**

**NAME:** {{fldqeArDeRkxiYz9u}}

**PHONE:** {{fldBnh8W6iGW014yY}}

**EMAIL:** {{flddP6a8EG6qTJdli}}

☐ **SELLER'S INFO SENT TO TITLE** ☐ **ROFR**

☐ **TC INVOICE SENT**

**HOA INFORMATION**

☐ Yes ☐ No

**ASSOCIATION:** {{fld9oG6SMAkh4hvNL}} **RESALE EXPIRES:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**SELLER SENT PAYMENT ON:** \_\_\_\_\_

**CERTIFICATE OF OCCUPANCY**

☐ Yes ☐ No

**MUNICIPALITY:** {{fld9Qw4mGel9kk42F}}

**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:** {{fldzVtmn8uyIVxuTF}} {{fldewmjoaJVwiMF46}}%

**NOTES****QUICK REFERENCE**

**Contract Date:** \_\_\_\_\_

**Acceptance Date:** \_\_\_\_\_

**Price:** {{fldhHjBJISmnP8SK}}

**Seller's Assist:** {{fldzVtmn8uyIVxuTF}}