

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: {{warrantyCompany}}
Warranty Cost: {{warrantyCost}} **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 %: {{buyersAgentPercent}} **Seller Paid Commission:** _____
Listing Agent %: {{listingAgentPercent}} **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: Buyer Test Client
ADDRESS: 100 Buyer Ave, Philadelphia, PA 19123
PHONE: 215-555-6789
EMAIL: buyer@example.com**BUYER'S AGENT INFORMATION**
NAME: John Test Smith
PHONE: 215-555-1234
EMAIL: agent@example.com**TITLE AGENT INFORMATION**
NAME: Test Title Company
PHONE: 215-555-9999
EMAIL: {{titleEmail}}
☐ SELLER'S INFO SENT TO TITLE ☐ ROFR
☐ TC INVOICE SENT**HOA INFORMATION** ☐ Yes ☒ No
ASSOCIATION: {{hoaAssociation}} **RESALE EXPIRES:** _____
EMAIL: _____ **PHONE:** _____
SELLER SENT PAYMENT ON: _____**CERTIFICATE OF OCCUPANCY** ☐ Yes ☒ No
MUNICIPALITY: {{municipality}}
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: {{referralParty}} {{referralFee}}%**NOTES**

_____**QUICK REFERENCE**
Contract Date: _____
Acceptance Date: _____
Price: 350,000
Seller's Assist: {{sellersAssist}}