

## LISTING AGENT

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|---|--------------------------------------|
| <b>PROPERTY ADDRESS:</b><br>123 Test Street, Philadelphia, PA 19123 | <b>MLS#:</b><br>MLS12345             |
| <b>AGENT:</b><br>John Test Smith                                    | <b>CLIENT:</b><br>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:** \_\_\_\_\_  
**Warranty Cost:** \_\_\_\_\_ **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 %:** \_\_\_\_\_ **Seller Paid Commission:** \_\_\_\_\_  
**Listing Agent %:** \_\_\_\_\_ **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}}