

## LISTING AGENT

**PROPERTY ADDRESS:**

123 Test Street, Philadelphia, PA 19123

**AGENT:**

John Test Smith

**MLS#:**

{{mlsNumber}}

**CLIENT:**

{{sellerName}}

**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:** {{sellerName}}**ADDRESS:** {{sellerAddress}}**PHONE:** {{sellerPhone}}**EMAIL:** {{sellerEmail}}**ATTORNEY INFORMATION****NAME:** {{attorneyName}}**CONTACT:** \_\_\_\_\_**BUYER INFORMATION****NAME:** {{buyerName}}**ADDRESS:** {{buyerAddress}}**PHONE:** {{buyerPhone}}**EMAIL:** {{buyerEmail}}**BUYER'S AGENT INFORMATION****NAME:** John Test Smith**PHONE:** {{agentPhone}}**EMAIL:** {{agentEmail}}**TITLE AGENT INFORMATION****NAME:** {{titleCompany}}**PHONE:** {{titlePhone}}**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:** {{salePrice}}**Seller's Assist:** {{sellersAssist}}