## **DUAL AGENT**

INITIAL DOCUMENTATION	PROPERTY ADDRESS: 123 Test Street, Philadelphia, PA 19123	MLS#: MLS12345	AGENT: John Test Smith	
AGS   Check   SPD   PACUALIFOR   SEC   With Notice   Half	CLOSING DATE:			
AGS   Check   SPD   PACUALIFOR   SEC   With Notice   Half				
Dend	INITIAL DOCUMENTATION		BUYER	
CNT NACT PROCESSING   File attand   Submitted Contract Folder   Apont	AOS Check SPD PreQual/POF	SEC Wire Notice HW	NAME: Buyer Test Client	
CN   Dual Agency   CPS ABA Form   BEC   BAC   WX Addendum signed:   Buyer   Selier   Agent	Deed Referral Form RLBPHD FYP Form WN DMN		ADDRESS: 100 Buver Ave. Philadelphia. PA 19123	
CONTRACT PROCESSING				
Seller   Agent   Agent   Seller   Agent   Age				
SELLER		Agent	EMAIL. Buyer@example.com	
Files signified   Submitted Contract Folder   Approved	<b>5</b>		SELLER	
Commission Submitted   Added to Pending Checklist   Date on Calendar   Tasks set up   PMORE: 215-555-432*   EMAIL: seller@example.com   Tasks set up   Tasks	CONTRACT PROCESSING		NAME: Seller Test Client	
Talks ask up	File started Submitted Contract Folder	Approved	ADDRESS: 200 Seller St, Philadelphia, PA 19123	
Intro & AOS Copy to:   Buyer   Bank   Attorney   Seller	Commission Submitted Added to Pending Checklist Date on Calendar		PHONE: 215-555-4321	
DEPOSITS & MORTGAGE END Dus:	Tasks set up		EMAIL: seller@example.com	
DEPOSITS & MORTGAGE END Due:	Intro & AOS Copy to: Buyer Bank Attorney Seller		ATTORNEY	
DEPOSITS & MORTGAGE  HIDD Due:				
EMD Dus:	DEPOSITS & MORTGAGE		-	
1st Deposit received   2nd Deposit received   NAME: John Test Smith   PHONE:   EMAIL:   EM			-	
Inspection Instructions sent to Seller   Pass @ Gate   Phone:   EANAL:   TITLE AGENT INFORMATION   NAME: Test Title Company   Phone:   EANAL:   Phone:   Phone:   EANAL:   Phone:   P		on Appraisal		
Inspection Sa REPORTS     Inspection Instructions sent to Seller   Pass @ Gate   Home Inspection Types:   General   Termite   Radon   water   Septic Inspection Types:   General   Termite   Radon   water   Septic Inspection Reports received   sent to Buyer   BRTI Prepared   sent to Seller   TITLE AGENT INFORMATION   NAME:   Institute   Inspector   Inspection Reports received   sent to Buyer   BRTI Prepared   sent to Seller   TITLE AGENT   Received   Sent   Signed   Sent   Section   Received   Sent   Section   Sect	1st Deposit received 2nd Deposit received			
Inspection Instructions sent to Seller	INODECTIONS & DEPORTS			
Home Inspection Scheduled		) Cate	EMAIL:	
Inspection Types:   General   Termite   Radon   Water   Septic   Inspection Reports   Inspection Reports received   sent to Buyer   BRTI Prepared   sent to Seller   Inspection Reports received   sent to Buyer   BRTI Prepared   sent to Seller   TITLE ORDERED   ROFR   TC INVOICE SENT      HOA INFORMATION   YES  NO ASSOCIATION:   RESALE EXPIRES:   Resale Certificate:   Order Resale Cert.   Request Payment from Seller   Resale Certificate:   Order Resale Cert.   Request Payment from Seller   Resale Certificate:   Order Resale Cert.   Request Payment from Seller   Resale Certificate:   Order Resale Certificate:   Order Resale Certificate:   Order Resale Certificate:   PHONE:   SELLER SENT PAYMENT ON:   NASSOCIATION:   RESALE EXPIRES:   REMAIL:   PHONE:   SELLER SENT PAYMENT ON:   NAME: Seller Test Client   CONTACT:   RECEIVED   NOTES:   NOTES:   RECEIVED   NOTES:   NOTES:				
Inspection Date:				
inspection Reports received   sent to Buyer   BRTI Prepared   sent to Seller     CIT Prepared   Sent   Signed     Signed   Signed   Signed   Signed   Signed     Signed   Signed   Signed   Signed   Signed     Signed   Signed   Signed   Signed   Signed   Signed     Signed   Signed   Signed   Signed   Signed   Signed   Signed   Signed   Signed     Closing Date:   Received   Signed   Sign			PHONE:	
CIT Prepared				
RESALE CERTIFICATE & C/O Reasale Cortificate:	CIT Prepared Sent Signed		☐ TITLE ORDERED ☐ ROFR ☐ TC INVOICE S	ENT
RESALE CERTIFICATE & C/O Reasale Cortificate:			HOA INFORMATION	YES VNO
Resale Certificate:	RESALE CERTIFICATE & C/O		ASSOCIATION: RESALE EXPIRE	
Corporation   Color	Resale Certificate: Order Resale Cert. Re	equest Payment from Seller		
NAME: Seller Test Client   CONTACT:   NOTES	Check Sent Received Copy sent to Bu	yer 🔲 Title Co		
APPRAISAL & MORTGAGE  Mortgage Type: Appraisal:   Ordered   Scheduled   Value OK? Repairs:   Repairs Needed   No Repairs Needed   Completed   Mortgage Commitment Due:   Requested   Received   WARRANTY, REPAIRS, & UTILITY INFO Utility Info:   Received   Sent   Warranty   Yes   No   Ordered   Invoice sent to Title Company   Warranty Cost:   Paid By:   Seller   Buyer   BRTI repairs:   Repairs finished   request receipts   Receipts received and sent to Agent/Buyer   CLOSING Seller attending:   Yes   No   Mailed Docs   Sign early at Title Office   Requested Escrow Check   Confirmed Receipt   CLOSING DATE TRACKING   Closing Date:   Confirmed   Acceptance Date:   Contract Date:   Acceptance Date:   Acceptance Date:   Acceptance Date:   Acceptance Date:   Acceptance Date:   Sign on Seller's Assist:   Acceptance Date:   Sign on Seller's Assist:    INSPECTION DETAILS   Received Discovery Agent Commission:   %			-	
APPRAISAL & MORTGAGE Mortgage Type: Appraisal: Ordered   Scheduled   Value OK? Repairs:   Repairs Needed   No Repairs Needed   Completed   Minicipality:   Mortgage Commitment Due:   Requested   Received   Received     Mortgage Commitment Due:   Requested   Received   Received     MARRANTY, REPAIRS, & UTILITY INFO     Utility Info:   Received   Sent   Warranty:   Yes   No   Ordered   Invoice sent to Title Company   Warranty Company:   Paid By:   Seller   Buyer     BRTI repairs:   Repairs finished   request receipts   Received   Receiv	_	.i		
APPRAISAL & MORTGAGE  Mortgage Type: Appraisal: Ordered Scheduled Value OK?  Repairs: Repairs Needed No Repairs Needed Completed Mortgage Commitment Due: Requested Received  Mortgage Commitment Due: Requested Received  WARRANTY, REPAIRS, & UTILITY INFO  Utility Info: Received Sent Warranty: Yes No Ordered Invoice sent to Title Company Warranty Company: Paid By: Seller Buyer  BRTI repairs: Repairs finished request receipts Receipts received and sent to Agent/Buyer  CLOSING Seller attending: Yes No Mailed Docs Sign early at Title Office Requested Escrow Check Confirmed Receipt  CLOSING DATE TRACKING  Closing Date: OCOMMISSION DETAILS Buyer's Agent Commission: %  DUETO: OCCUPANCY  VYES NO MUNICIPALITY: RECUESTED: RECEIVED: CORTIFICATE OF OCCUPANCY  VYES NO MUNICIPALITY: Wave Invoice Sent to Title Company MUNICIPALITY: REQUESTED: RECEIVED: COMMISSION DETAILS  NOTES:  CERTIFICATE OF OCCUPANCY  VYES NO MUNICIPALITY: REQUESTED: RECEIVED: CORTIFICATE OF OCCUPANCY  VYES NO MUNICIPALITY: REQUESTED: RECEIVED: COMMISSION DETAILS  NAME: NAME	Copy to Buyer		CONTACT.	
Mortgage Type: Appraisal: Ordered Scheduled Value OK? Appraisal: Ordered Scheduled Value OK? Repairs: Repairs Needed No Repairs Needed Received  Mortgage Commitment Due: Requested Received  WARRANTY, REPAIRS, & UTILITY INFO Utility Info: Received Sent Warranty Company: Warranty Cost: Paid By: Seller Buyer BRTI repairs: Repairs finished request receipts Receipts received and sent to Agent/Buyer  CLOSING Seller attending: Yes No Mailed Docs Sign early at Title Office Requested Escrow Check Confirmed Receipt All Parties Notified Extension Signed Calendar Updated Closing Time Preferred:  COMMISSION DETAILS Buyer's Agent Commission: %  CERTIFICATE OF OCCUPANCY YES NO MUNICIPALITY: REQUESTED: RECEIVED: CIOSINSPECTION ON:  LENDER INFORMATION NAME: PHONE: EMAIL: INSPECTION DETAILS INSPECTOR: CONTINGENCY DATE: INSPECTION DATE: UTILITIES INFORMATION WATER TYPE: SEWER TYPE: REFERRAL INFORMATION WATER TYPE: SEWER TYPE: REFERRAL INFORMATION DUE TO: NOTES  QUICK REFERENCE COntract Date: Acceptance Date: Price: 350,000 Seller's Assist:	ADDDAISAL & MODTCACE			RECEIVED
Appraisal: Ordered Scheduled Value OK?  Repairs: Repairs Needed No Repairs Needed Completed Notified Lender  Mortgage Commitment Due: Requested Received  WARRANTY, REPAIRS, & UTILITY INFO Utility Info: Received Sent Warranty Company: Warranty Company: Warranty Cost: Paid By: Seller Buyer  BRTI repairs: Repairs finished request receipts Receipts received and sent to Agent/Buyer  CLOSING Seller attending: Yes No Mailed Docs Sign early at Title Office Requested Escrow Check Confirmed Receipt  CLOSING DATE TRACKING Closing Date: OTHER OF OCCUPANCY SENT ON UNINCIPALITY: REQUESTED: RECEIVED: NUNICIPALITY: REQUESTED: RECEIVED: C/O INSPECTION ON:  LENDER INFORMATION NAME: PHONE: EMAIL: INSPECTION DETAILS INSPECTOR: CONTINGENCY DATE: INSPECTION DATE: UTILITIES INFORMATION WATER TYPE: SEWER TYPE: REFERRAL INFORMATION SEWER TYPE: NOTES  CLOSING DATE TRACKING Closing Date: OTHER OF OCCUPANCY SENT ON UNICIPALITY: REQUESTED: REFERRAL INFORMATION SEWER TYPE: REPAIR INFORMATION SEWER TYPE: OTHER OF OCCUPANCY SENT ON UNICIPALITY: REQUESTED: RECEIVED: CONTINGENCY DATE: INSPECTION DATE: UTILITIES INFORMATION WATER TYPE: SEWER TYPE: REFERRAL INFORMATION SEWER TYPE: NOTES  CLOSING DATE TRACKING Closing Date: OTHER OF OCCUPANCY SENT ON UNICIPALITY: REQUESTED: RECEIVED: CONTINGENCY DATE: UTILITY: REQUESTED: CONTINGENCY DATE: UTILITY: RECEIVED: CONTINGENCY DATE: UTILITY: RECEIVED: CONTINGENCY DATE: UTILITY: RECEIVED: CONTI			NOTES:	
Notified Lender   Requested   Received   Sent   Received   Sent   Received   Sent   Reranty:   Yes   No   Ordered   Invoice sent to Title Company   Name:   PHONE:   PHONE:   Repairs finished   request receipts   Receipts received and sent to Agent/Buyer   INSPECTION DETAILS   INSPECTION DETAILS   INSPECTION DATE:   CONTINGENCY DATE:   INSPECTION DATE:   CONTINGENCY DATE:   INSPECTION DATE:   SeWER TYPE:   REFERRAL INFORMATION   YES ✓ NO DUE TO:   NOTES   NOTES   CONTINGENCY DATE:   CONTINGENCY DATE:   SEWER TYPE:   REFERRAL INFORMATION   YES ✓ NO DUE TO:   NOTES   CONTINGENCY DATE:   CONTINGENCY DATE:   SEWER TYPE:   REFERRAL INFORMATION   YES ✓ NO DUE TO:   NOTES   CONTINGENCY DATE:   CONTINGENCY DATE:   SEWER TYPE:   REFERRAL INFORMATION   YES ✓ NO DUE TO:   NOTES   CONTINGENCY DATE:   CONTINGENCY DATE:   SEWER TYPE:   REFERRAL INFORMATION   YES ✓ NO DUE TO:   NOTES   CONTINGENCY DATE:   SEWER TYPE:		OK?		
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WARRANTY, REPAIRS, & UTILITY INFO Utility Info:		_		
WARRANTY, REPAIRS, & UTILITY INFO  Utility Info:	Mortgage Commitment Due:	Requested Received		
Utility Info:			C/O INSPECTION ON:	
Warranty:	WARRANTY, REPAIRS, & UTILITY INFO		LENDER INFORMATION	
Warranty Company:  Warranty Cost:  Paid By:   Seller   Buyer  BRTI repairs:   Repairs finished   request receipts    Receipts received and sent to Agent/Buyer  CLOSING  Seller attending:   Yes   No   Mailed Docs   Sign early at Title Office    Requested Escrow Check   Confirmed Receipt    CLOSING DATE TRACKING  Closing Date:   Closing Date:   Confirmed    All Parties Notified   Extension Signed   Calendar Updated    Closing Time Preferred:    COMMISSION DETAILS  Buyer's Agent Commission:   %  Listing Agent Commission:   %  Listing Agent Commission:   %  Seller's Assist:			NAME:	
Warranty Cost:		voice sent to Title Company	PHONE:	
BRTI repairs: Repairs finished request receipts Receipts received and sent to Agent/Buyer  CLOSING Seller attending: Yes No Mailed Docs Sign early at Title Office Requested Escrow Check Confirmed Receipt  CLOSING DATE TRACKING Closing Date: Confirmed All Parties Notified Extension Signed Calendar Updated  Closing Time Preferred:  COMMISSION DETAILS  Buyer's Agent Commission: %  INSPECTION DETAILS INSPECTION DETAILS INSPECTION DATE: INSPECTION DATE:  UTILITIES INFORMATION WATER TYPE: SEWER TYPE:  REFERRAL INFORMATION DUE TO:  NOTES  QUICK REFERENCE Contract Date:  Acceptance Date:  Price:350,000 Seller's Assist:	· · · · —	Soller Ruyer	EMAIL:	
Receipts received and sent to Agent/Buyer  CLOSING  Seller attending:			INSPECTION DETAILS	
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CLOSING DATE TRACKING Closing Date: Confirmed  All Parties Notified Extension Signed Calendar Updated  Closing Time Preferred: QUICK REFERENCE  COMMISSION DETAILS  Buyer's Agent Commission: %  Listing Agent Commission: %  Seller's Assist:	Requested Escrow Check Confirmed Receip	ot	REFERRAL INFORMATION	YES VNO
Closing Date:  All Parties Notified Extension Signed Calendar Updated  Closing Time Preferred:  COMMISSION DETAILS  Buyer's Agent Commission:  Listing Agent Commission:  Seller's Assist:			DUE TO:	
Closing Date:  All Parties Notified Extension Signed Calendar Updated  Closing Time Preferred:  COMMISSION DETAILS  Buyer's Agent Commission:  Listing Agent Commission:  Seller's Assist:	CLOSING DATE TRACKING		NOTES	
Closing Time Preferred:  COMMISSION DETAILS  Buyer's Agent Commission: Listing Agent Commission:  W  Commission:  W  Commission:  Seller's Assist:				
COMMISSION DETAILS  Buyer's Agent Commission: Listing Agent Commission:  %  Contract Date: Acceptance Date: Price:350,000 Seller's Assist:		Calendar Updated		
COMMISSION DETAILS  Buyer's Agent Commission:  Listing Agent Commission:  %  Contract Date:  Acceptance Date:  Price:350,000  Seller's Assist:	Closing Time Preferred:		QUICK REFERENCE	
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		70	Seller's Assist:	