

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}}