PROPERTY ADDRESS: 123 Mair	n St, Philadelph	ia, PA 12345	MLS #: 404676					
QUICK REFERENCE								
CONTRACT DATE:	ACCEPTANCE:	SALE PR \$550	000.00 SELLER'S \$5000.00 EMD DEPOSIT:					
CONTINGENCY	DATES			CLOSING INFORMATION				
EXECUTION DATE:	DEPOSIT DUE:	LOAN APP DUE:	ORDER TITLE WORK BY:	DATE: 6/18/2025 TIME:				
MTG COMMIT DUE:	BRTI DUE:	SELLER RESP DUE:	APPRAISAL DATE:	LOCATION: SELLER ATTENDING: YES NO				
AGENT INFORMATION								
AGENT: ROLE: Agent Name DUAL			OPP. AGENT:					
BUYER INFORMA				SELLER INFORMATION				
NAME:			NAME:					
PHONE: Buyer Name			Seller Name PHONE:					
ADDRESS:	(222) 222-2222		ADDRESS: (222) 333-2243					
123 Mair	n St, Philadelphia,	PA 12345	123 Main St, Philadelphia, PA 12345					
	buyer@email.con	1	seller@email.com					
LEGAL INFORMATION								
ATTORNEY:	ORNEY: CONTACT:			EMAIL:				
FINANCIAL DETA	ey Name							
COMMISSION DETAILS			LENDER INFORMATION					
LIST SIDE %:	BUYER SID	E %:	COMPANY:					
	00 \$ AMOUNT	^{7:} 3.00	PHONE:					
SELLER PAID:	BUYER PAI	D:	EMAIL:					
SERVICE PROVIDERS								
INSPECTION			TITLE					
INSPECTOR:			COMPANY:					
CONTINGENCY:			PHONE: Title Company					
INSPECTION:			EMAIL:					
REFERRAL INFO	RMATION		UTILITIES					
DUE TO:		%:	WATER: PRIVATE PUBLIC SEWER: PRIVATE PUBLIC					
Re	ferral Party	20.00	1					

TRANSACTION COORDINATOR TASK LIST

			CHECKLIST	<u> </u>			
□ AOS) EMD	□ SPD	□ PREQUAL/POF	∩ SEC	∩ BEC		
_	CN	☐ KW DISCLOSURE	□ PREQUAL/FOF	□ CBC	□ BEC □ RLBPHD		
O DEED	□ REFERRA	_	□ W-9	0	☐ KPSS ABA FORM		
DUAL AGENCY: DB DS WIRE NOTICE: DB DS			HOME WARRANTY : B	o s	KW ADDENDUM: B S A		
COMMA	AND	FILE PRE	PARATION		INTRODUCTION		
☐ File Started ☐ Added to Pending Check			list Sent to Client				
☐ File Submitted	ile Submitted			☐ Sent to Agent			
☐ File Approved ☐ Tasks Set Up				☐ Sent to Attorney			
☐ Commission Submitted ☐ Pended MLS			☐ Sent to Lender				
		☐ Added to ShowingTime					
		INSPECTIONS & CONDITION					
DEPOSIT:			HOME INSPECTION SCHEDULED:				
☐ Follow Up Sent to Buyer ☐ First Deposit Rcvd			☐ House/Septic Ready ☐ Gate Pass				
☐ Second Deposit Received			Inspection Reports:				
MORTGAGE APPLICATION 8		☐ Received ☐ Sent to Client					
☐ Follow Up with Buyer's Age		BRTI:					
MORTGAGE COMMITMENT:			☐ Prepared/Received ☐ Sent to Seller				
Due Date: Requested:			CIT ADDENDUM:				
Received:	Seller	☐ Prepared ☐ Sent ☐ Signed					
TITLE WORK:			BRTI REPAIRS:				
☐ Title Work Ordered	☐ Seller's Info Ser	nt to Title Co	☐ Follow Up with Seller		□ Request Receipts		
☐ TC Invoice Sent to Title Co	mpany		□ Repairs Finished		☐ Receipts Received		
RE)	APPRAISAL, WARRANTY & ROFR					
RESALE CERTIFICATE:			RIGHT OF FIRST REFUSAL:				
Order Resale Certificate By:			□ Requested □ Received				
Requested Payment from Seller		APPRAISAL:					
Seller Paid:			□ Ordered	Scheduled	l:		
	To Seller) To Title Co.	Value OK? ☐ Yes ☐ No	Α	ppraisal Repairs? 🛭 Yes 🗎 No		
Receipt of Documents:		•	(If Yes to Repairs):				
Sent to Buyer:	□ Full	y Signed	Repairs Completed:		Notify Lender:		
RESALE ADDITIONAL INFOR	 RMATION:		HOME WARRANTY:				
Name: Phone:			☐ Ordered ☐ Sent Invoice to Title				
Email:	Exp:			SETTLEME	NT & CLOSEOUT		
Cost:			SETTLEMENT:				
CERTIFICATE OF OCCUPAN	CY:		☐ Send Request to Title C		☐ Clear to Close		
□ Request Payment	☐ Seller P	aid	☐ Reserve Conference Room ☐ Schedule Walkthrough				
☐ Inspection Set:	C/	O Received	Preferred Time:	Prefer	red Location:		
☐ Sent Copy to Buyer			SEND SETTLEMENT NOTI	_	_ 5		
C/O ADDITIONAL INFORMAT			☐ List Agent ☐ Seller	· D Buy	er Buyer's Agent Attorney		
Township:			DOCS & REPORTS:	anart 9 Cattlar	ment Info Cheet		
Email:	Co	ost:	Pre-Settlement Walkthrough Report & Settlement Info Sheet: ☐ Prepared ☐ Sent to Agent				
	CLOSING PREP		Preliminary HUD:		S		
UTILITY INFO:	○ Peer	shire d	☐ Requested	□ Review	wed		
☐ Requested from Seller	☐ Rece		COMMAND UPDATE:				
Sent to Buyer:			☐ Signed HUD		Signed Commission Check		
CLOSING ATTENDANCE: Client Attending:		(If No)	☐ Signed PSW Report	C	Signed Settlement Info Sheet		
☐ Yes ☐ No	□ Docs Sei	,	☐ Upload Closing Documents to Command & Submit				
	□ Docs Signed Ea		☐ Submit Commission in C	Command			
ESCDOM CHECK-			CLOSE OUT LISTING IN M	ILS:			
ESCROW CHECK: Request Escrow Check:	\cap (Confirm Receipt	□ PMAR		□ GLVR		
☐ Conventional Check		·					
	0 2.000.01110						
		NO	TES				