

## LISTING AGENT

PROPERTY ADDRESS:

MLS#:

AGENT:

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

**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:** \_\_\_\_\_  
**Total Commission %:** \_\_\_\_\_

### SELLER INFORMATION

**NAME:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_

### ATTORNEY INFORMATION

**NAME:** \_\_\_\_\_  
**CONTACT:** \_\_\_\_\_

### BUYER INFORMATION

**NAME:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_

### BUYER'S AGENT INFORMATION

**NAME:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_

### TITLE AGENT INFORMATION

**NAME:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_  
☐ **SELLER'S INFO SENT TO TITLE** ☐ **ROFR**  
☐ **TC INVOICE SENT**

### HOA INFORMATION

☐ Yes ☐ No

**ASSOCIATION:** \_\_\_\_\_ **RESALE EXPIRES:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_  
**SELLER SENT PAYMENT ON:** \_\_\_\_\_

### CERTIFICATE OF OCCUPANCY

☐ Yes ☐ No

**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:** \_\_\_\_\_ %

### NOTES

### QUICK REFERENCE

**Contract Date:** \_\_\_\_\_  
**Acceptance Date:** \_\_\_\_\_  
**Price:** \_\_\_\_\_  
**Seller's Assist:** \_\_\_\_\_