

# DUAL AGENT

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| <b>PROPERTY ADDRESS:</b><br>123 Test Street, Philadelphia, PA 19123 | <b>MLS#:</b><br>MLS12345 | <b>AGENT:</b><br>John Test Smith |
| <b>CLOSING DATE:</b>  | <b>TIME:</b>             | <b>LOCATION:</b>                 |

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| <b>INITIAL DOCUMENTATION</b>   |  |
| <input type="checkbox"/> AOS   | <input type="checkbox"/> Check <input type="checkbox"/> SPD <input type="checkbox"/> PreQual/POF <input type="checkbox"/> SEC <input type="checkbox"/> Wire Notice <input type="checkbox"/> HW |
| <input type="checkbox"/> Deed  | <input type="checkbox"/> Referral Form <input type="checkbox"/> RLBPHD <input type="checkbox"/> FYP Form <input type="checkbox"/> WN <input type="checkbox"/> DMN                              |
| <input type="checkbox"/> CN  | <input type="checkbox"/> Dual Agency <input type="checkbox"/> KPSS ABA Form <input type="checkbox"/> BEC <input type="checkbox"/> BAC  |
| <input type="checkbox"/> KW Disclosure   | <input type="checkbox"/> CBC   |
| <b>KW Addendum signed:</b> <input type="checkbox"/> Buyer <input type="checkbox"/> Seller <input type="checkbox"/> Agent |  |

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| <b>CONTRACT PROCESSING</b>   |   |
| <input type="checkbox"/> File started  | <input type="checkbox"/> Submitted Contract Folder <input type="checkbox"/> Approved          |
| <input type="checkbox"/> Commission Submitted  | <input type="checkbox"/> Added to Pending Checklist <input type="checkbox"/> Date on Calendar |
| <input type="checkbox"/> Tasks set up  |   |
| <b>Intro &amp; AOS Copy to:</b> <input type="checkbox"/> Buyer <input type="checkbox"/> Bank <input type="checkbox"/> Attorney <input type="checkbox"/> Seller |   |

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| <b>DEPOSITS &amp; MORTGAGE</b>   |   |
| <b>EMD Due:</b>  | <b>Amount:</b>                                |
| <b>Follow up on:</b> <input type="checkbox"/> Deposit <input type="checkbox"/> Mortgage Application <input type="checkbox"/> Appraisal |   |
| <input type="checkbox"/> 1st Deposit received  | <input type="checkbox"/> 2nd Deposit received |

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| <b>INSPECTIONS &amp; REPORTS</b>   |   |
| <input type="checkbox"/> Inspection Instructions sent to Seller  | <input type="checkbox"/> Pass @ Gate  |
| <input type="checkbox"/> Home Inspection Scheduled   | <input type="checkbox"/> House & Septic Ready   |
| <b>Inspection Types:</b> <input type="checkbox"/> General <input type="checkbox"/> Termite <input type="checkbox"/> Radon <input type="checkbox"/> Water <input type="checkbox"/> Septic |   |
| <b>Inspection Date:</b>  | <b>Inspector:</b>   |
| <input type="checkbox"/> Inspection Reports received   | <input type="checkbox"/> sent to Buyer <input type="checkbox"/> BRTI Prepared <input type="checkbox"/> sent to Seller |
| <input type="checkbox"/> CIT Prepared  | <input type="checkbox"/> Sent <input type="checkbox"/> Signed   |

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| <b>RESALE CERTIFICATE &amp; C/O</b>   |  |
| <b>Resale Certificate:</b> <input type="checkbox"/> Order Resale Cert. <input type="checkbox"/> Request Payment from Seller                         |  |
| <input type="checkbox"/> Check Sent <input type="checkbox"/> Received <input type="checkbox"/> Copy sent to Buyer <input type="checkbox"/> Title Co |  |
| <b>Receipt of Documents:</b> <input type="checkbox"/> sent <input type="checkbox"/> Receipt of Documents signed                                     |  |
| <b>C/O Req Payment:</b> <input type="checkbox"/> Sent <b>INSPECTION DATE:</b>   |  |
| <input type="checkbox"/> Copy to Buyer  |  |

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| <b>APPRAISAL &amp; MORTGAGE</b>   |  |
| <b>Mortgage Type:</b>   |  |
| <b>Appraisal:</b> <input type="checkbox"/> Ordered <input type="checkbox"/> Scheduled <input type="checkbox"/> Value OK?              |  |
| <b>Repairs:</b> <input type="checkbox"/> Repairs Needed <input type="checkbox"/> No Repairs Needed <input type="checkbox"/> Completed |  |
| <input type="checkbox"/> Notified Lender  |  |
| <b>Mortgage Commitment Due:</b>   | <input type="checkbox"/> Requested <input type="checkbox"/> Received |

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| <b>WARRANTY, REPAIRS, &amp; UTILITY INFO</b>   |  |
| <b>Utility Info:</b> <input type="checkbox"/> Received <input type="checkbox"/> Sent   |  |
| <b>Warranty:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Ordered <input type="checkbox"/> Invoice sent to Title Company |  |
| <b>Warranty Company:</b> Test Warranty Company   |  |
| <b>Warranty Cost:</b> 550 <b>Paid By:</b> <input checked="" type="checkbox"/> Seller <input type="checkbox"/> Buyer  |  |
| <b>BRTI repairs:</b> <input type="checkbox"/> Repairs finished <input type="checkbox"/> request receipts   |  |
| <input type="checkbox"/> Receipts received and sent to Agent/Buyer   |  |

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| <b>CLOSING</b>   |  |
| <b>Seller attending:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Mailed Docs <input type="checkbox"/> Sign early at Title Office |  |
| <input type="checkbox"/> Requested Escrow Check <input type="checkbox"/> Confirmed Receipt   |  |

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| <b>CLOSING DATE TRACKING</b>  |                                    |
| <b>Closing Date:</b>  | <input type="checkbox"/> Confirmed |
| <input type="checkbox"/> All Parties Notified <input type="checkbox"/> Extension Signed <input type="checkbox"/> Calendar Updated |                                    |
| <b>Closing Time Preferred:</b>  |                                    |

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| <b>COMMISSION DETAILS</b>    |                                |
| <b>Buyer's Agent %:</b> 3    |                                |
| <b>Listing Agent %:</b> 3    | <b>Seller Paid Commission:</b> |
| <b>Total Commission %:</b> 6 | <b>Buyer Paid Commission:</b>  |

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| <b>BUYER</b>  |
| <b>NAME:</b> Buyer Test Client                        |
| <b>ADDRESS:</b> 100 Buyer Ave, Philadelphia, PA 19123 |
| <b>PHONE:</b> 215-555-6789                            |
| <b>EMAIL:</b> buyer@example.com                       |

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| <b>SELLER</b>   |
| <b>NAME:</b> Seller Test Client                       |
| <b>ADDRESS:</b> 200 Seller St, Philadelphia, PA 19123 |
| <b>PHONE:</b> 215-555-4321                            |
| <b>EMAIL:</b> seller@example.com                      |

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| <b>ATTORNEY</b>            |
| <b>NAME:</b> John Attorney |
| <b>CONTACT:</b>            |

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| <b>AGENT INFORMATION</b>     |
| <b>NAME:</b> John Test Smith |
| <b>PHONE:</b>                |
| <b>EMAIL:</b>                |

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| <b>TITLE AGENT INFORMATION</b>   |
| <b>NAME:</b> Test Title Company  |
| <b>PHONE:</b>  |
| <b>EMAIL:</b>  |
| <input type="checkbox"/> TITLE ORDERED <input checked="" type="checkbox"/> ROFR <input type="checkbox"/> TC INVOICE SENT |

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| <b>HOA INFORMATION</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| <b>ASSOCIATION:</b> Test HOA <b>RESALE EXPIRES:</b>  |
| <b>EMAIL:</b> <b>PHONE:</b>  |
| <b>SELLER SENT PAYMENT ON:</b>   |
| <b>NAME:</b> Seller Test Client  |
| <b>CONTACT:</b>  |

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| <b>RESALE CERTIFICATE RECEIVED</b> <input type="checkbox"/> RECEIVED |
| <b>NOTES:</b>  |

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| <b>CERTIFICATE OF OCCUPANCY</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| <b>MUNICIPALITY:</b> Philadelphia   |
| <b>REQUESTED:</b> <b>RECEIVED:</b>  |
| <b>C/O INSPECTION ON:</b>   |

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| <b>LENDER INFORMATION</b> |
| <b>NAME:</b>              |
| <b>PHONE:</b>             |
| <b>EMAIL:</b>             |

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| <b>INSPECTION DETAILS</b>                        |
| <b>INSPECTOR:</b>                                |
| <b>CONTINGENCY DATE:</b> <b>INSPECTION DATE:</b> |

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| <b>UTILITIES INFORMATION</b>          |
| <b>WATER TYPE:</b> <b>SEWER TYPE:</b> |

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| <b>REFERRAL INFORMATION</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| <b>DUE TO:</b> 5,000 <b>25%</b>   |

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| <b>NOTES</b> |
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| <b>QUICK REFERENCE</b>        |
| <b>Contract Date:</b>         |
| <b>Acceptance Date:</b>       |
| <b>Price:</b> 350,000         |
| <b>Seller's Assist:</b> 5,000 |