BUYER'S AGENT

PROPERTY ADDRESS: MLS#:	AGENT:	
123 Test Street, Philadelphia, PA 19123 MLS12345	John Test Smith	
CLOSING DATE: TIME:	LOCATION:	
INITIAL DOCUMENTATION	PUVED	
INITIAL DOCUMENTATION	BUYER	
	ADDRESS: 100 Buyer Ave, Philadelphia, PA 19123	
AOS Check SPD PreQual/POF SEC Wire Notice HW	PHONE: 215-555-6789	
Deed Referral Form RLBPHD FYP Form WN DMN CN	EMAIL: buyer@example.com	
KPSS ABA Form		
	ATTORNEY	
KW Addendum signed: Buyer Seller Agent	NAME: John Attorney	
CONTRACT PROGESSING	CONTACT215-555-8888	
CONTRACT PROCESSING File started Submitted Contract Folder Approved Comm Submitted		
File started Submitted Contract Folder Approved Comm Submitted Pending Checklist Date on Calendar Tasks set	SELLER	
AOS Copy to: Client Bank Attorney	NAME: Seller Test Client	
	ADDRESS: 200 Seller St, Philadelphia, PA 19123	
Introduction email sent to Buyer	PHONE: 215-555-4321	
DEPOSITS & MORTGAGE	EMAIL: seller@example.com	
EMD Due: Amount:		
Follow up on: Deposit Mortgage Application Appraisal	LISTING AGENT	
1st Deposit received 2nd Deposit received	NAME: John Test Smith	
INSPECTIONS & REPORTS	PHONE: 215-555-1234	
Home Inspection Scheduled House & Septic Ready	EMAIL: agent@example.com	
Inspection Types: General Termite Radon Water Septic		
Inspection Date: Inspector:	TITLE AGENT	
☐ Inspection Reports received ☐ sent to Client	NAME: Test Title Company	
Sent Rerminder BRTI Prepared Sent	PHONE: 215-555-9999	
CIT Addendum Prepared Sent Fully Signed	EMAIL:	
	Title TC Invoice Date Ordered:	
RESALE CERT * C/O	— Ordered — Sent	
Resale Certificate Received: Copy sent to Buyer Title Co	LIDA	
Receipt of Documents sent Receipt of Documents signed	HOA	
C/O Received: Copy sent to Buyer	NAME:	
APPRAISAL & MORTGAGE		
Mortgage Type:	Resale Certificate Received UNOTES: {{municipality}}	
Appraisal: Ordered Scheduled Value OK?	{{warrantyCompany}}	
Repairs: Repairs Needed No Repairs Needed	<u>u </u>	
Mortgage Commitment Due: Requested Received	2/2	
WARRANTY, REPAIRS, & UTILITY INFO	C/O	Yes No
Utility Info Requested Utility Info Received Sent	NOTES: Test special instructions {{additionalNotes}}	
	<u>[[additionalivotes]]</u>	
Warranty: Yes No Ordered Invoice sent to Title Company Warranty Company:		
Warranty Company: Paid By: Seller Buyer	LENDER INFORMATION	
	NAME:	
BRTI repairs: Repairs finished request receipts	PHONE:	
Receipts received and sent to Buyer	EMAIL:	
CLOSING DATE TRACKING		
OLOGINO DATE TRACKING	REFERRAL INFORMATION	Yes No
Closing Date: Confirmed	DUE TO: {{referralParty}}	{{referralFee}}%
	NOTES	
All Parties Notified Extension Signed Calendar Updated	NOTES	
Closing Time Preferred:		
COMMISSION DETAILS		
COMMISSION DETAILS	QUICK REFERENCE	
	CONTRACT DATE:	
Buyer's Agent %: {{buyersAgentPercent}}	ACCEPTANCE DATE:	
	PRICE: 350,000	
Total Commission %: {{totalCommissionPercSettler Paid Commission:	SELLER'S ASSIST:	