

## BUYER'S AGENT

<b>PROPERTY ADDRESS:</b> 123 Test Street, Philadelphia, PA 19123	<b>MLS#:</b> {{mlsNumber}}	<b>AGENT:</b> John Test Smith
<b>CLOSING DATE:</b>	<b>TIME:</b>	<b>LOCATION:</b>

**INITIAL DOCUMENTATION**

☐ AOS ☐ Check ☐ SPD ☐ PreQual/POF ☐ SEC ☐ Wire Notice ☐ HW  
☐ Deed ☐ Referral Form ☐ RLBPHD ☐ FYP Form ☐ WN ☐ DMN ☐ CN  
☐ KPSS ABA Form

**KW Addendum signed:** ☐ Buyer ☐ Seller ☐ Agent

**CONTRACT PROCESSING**

☐ File started ☐ Submitted Contract Folder ☐ Approved ☐ Comm Submitted  
☐ Pending Checklist ☐ Date on Calendar ☐ Tasks set

**AOS Copy to:** ☐ Client ☐ Bank ☐ Attorney  
☐ Introduction email sent to Buyer

**DEPOSITS & MORTGAGE**

**EMD Due:** \_\_\_\_\_ **Amount:** \_\_\_\_\_

**Follow up on:** ☐ Deposit ☐ Mortgage Application ☐ Appraisal  
☐ 1st Deposit received ☐ 2nd Deposit received

**INSPECTIONS & REPORTS**

☐ Home Inspection Scheduled ☐ House & Septic Ready

**Inspection Types:** ☐ General ☐ Termite ☐ Radon ☐ Water ☐ Septic

**Inspection Date:** \_\_\_\_\_ **Inspector:** \_\_\_\_\_

☐ Inspection Reports received ☐ sent to Client  
☐ Sent Rerminder ☐ BRTI Prepared ☐ Sent  
☐ CIT Addendum Prepared ☐ Sent ☐ Fully Signed

**RESALE CERT \* C/O**

**Resale Certificate Received:** ☐ Copy sent to Buyer ☐ Title Co  
☐ Receipt of Documents sent ☐ Receipt of Documents signed

**C/O Received:** ☐ Copy sent to Buyer

**APPRAISAL & MORTGAGE**

**Mortgage Type:** \_\_\_\_\_

**Appraisal:** ☐ Ordered ☐ Scheduled ☐ Value OK?

**Repairs:** ☐ Repairs Needed ☐ No Repairs Needed

**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 Buyer

**CLOSING DATE TRACKING**

**Closing Date:** \_\_\_\_\_ ☐ Confirmed

☐ All Parties Notified ☐ Extension Signed ☐ Calendar Updated

**Closing Time Preferred:** \_\_\_\_\_

**COMMISSION DETAILS**

**Buyer's Agent %:** {{buyersAgentPercent}}

**Total Commission %:** {{totalCommissionPercent}} **Seller Paid Commission:** \_\_\_\_\_

**BUYER**

**NAME:** {{buyerName}}

**ADDRESS:** {{buyerAddress}}

**PHONE:** {{buyerPhone}}

**EMAIL:** {{buyerEmail}}

**ATTORNEY**

**NAME:** {{attorneyName}}

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

**SELLER**

**NAME:** {{sellerName}}

**ADDRESS:** {{sellerAddress}}

**PHONE:** {{sellerPhone}}

**EMAIL:** {{sellerEmail}}

**LISTING AGENT**

**NAME:** John Test Smith

**PHONE:** {{agentPhone}}

**EMAIL:** {{agentEmail}}

**TITLE AGENT**

**NAME:** {{titleCompany}}

**PHONE:** {{titlePhone}}

**EMAIL:** {{titleEmail}}

☐ Title ☐ TC Invoice **Date Ordered:** \_\_\_\_\_  
☐ Ordered ☐ sent

**HOA**

**NAME:** {{hoaAssociation}}

**CONTACT:** {{hoaContact}}

Resale Certificate Received ☐

**NOTES:** {{municipality}}  
{{warrantyCompany}}

**C/O** ☐ Yes ☐ No

**NOTES:** {{specialInstructions}}  
{{additionalNotes}}

**LENDER INFORMATION**

**NAME:** {{lenderName}}

**PHONE:** {{lenderPhone}}

**EMAIL:** {{lenderEmail}}

**REFERRAL INFORMATION** ☐ Yes ☐ No

**DUE TO:** {{referralParty}} **{{referralFee}}%**

**NOTES**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**QUICK REFERENCE**

**CONTRACT DATE:** \_\_\_\_\_

**ACCEPTANCE DATE:** \_\_\_\_\_

**PRICE:** {{salePrice}}

**SELLER'S ASSIST:** {{sellersAssist}}