

LISTING AGENT COVER SHEET

PROPERTY ADDRESS

123 Test Street, Philadelphia, PA 19123

MLS#

MLS12345

AGENT

John Test Smith

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

Warranty Company:

Warranty Cost: _____ **Paid By:** ☐ Seller ☐ Buyer

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:** _____

SELLER INFORMATION

NAME: Seller Test Client

ADDRESS: 200 Seller St, Philadelphia, PA 19123

PHONE: 215-555-4321

EMAIL: seller@example.com

ATTORNEY INFORMATION

NAME: John Attorney

CONTACT: 215-555-8888

BUYER INFORMATION

NAME: Buyer Test Client

ADDRESS: 100 Buyer Ave, Philadelphia, PA 19123

PHONE: 215-555-6789

EMAIL: buyer@example.com

BUYER'S AGENT INFORMATION

NAME: John Test Smith

PHONE: 215-555-1234

EMAIL: agent@example.com

TITLE COMPANY INFORMATION

NAME: _____

PHONE: _____

EMAIL: _____

HOA INFORMATION

☐ Yes ☐ No

ASSOC: _____

EXPIRES: _____

EMAIL: _____

PHONE: _____

CERTIFICATE OF OCCUPANCY

☐ Yes ☐ No

MUNI: _____

REQ: _____

RECV: _____

INSP: _____

REFERRAL INFORMATION

☐ Yes ☐ No

DUE TO: _____

FEE: _____

QUICK REFERENCE

CONTRACT: _____

ACCEPT: _____

PRICE: 350,000

ASSIST: _____