

## BUYER'S AGENT

**PROPERTY:**  
{{fldypnfnHhplWYcCW}}

**MLS#:**  
{{fld6O2FglXQU5G27o}}

**AGENT:**  
{{fldFD4xHD0vxnSOHJ}}

**CLOSING DATE:**

**TIME:**

**LOCATION:**

### 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

**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 %:** {{fld5KRrToAAt5kOLd}}

**Buyer Paid Commission:** \_\_\_\_\_ **Seller Paid Commission:** \_\_\_\_\_

### BUYER

**NAME:** {{fldHnptlRXVXOTdA5}}

**ADDRESS:** {{fldtfGggmJH44kMeB}}

**PHONE:** {{fldryOvt1GXiWRUGv}}

**EMAIL:** {{fldkAoLYoVQ1Pq6hO}}

### ATTORNEY

**NAME:** {{fld4YZ0qKHvRLK4Xg}}

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

### SELLER

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

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

### LISTING AGENT

**NAME:** {{fldFD4xHD0vxnSOHJ}}

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

### TITLE AGENT

**NAME:** {{fldqeArDeRkxiYz9u}}

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

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

### HOA

**NAME:** {{fld9oG6SMAkh4hvNL}}

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

Resale Certificate Received ☐

**NOTES:** {{fld9Qw4mGel9kk42F}}

{{fldRtNEH89tNNX52B}}

### C/O

☐ Received

**NOTES:** {{fldDWN8jU4kdCffzu}}

{{fld30htJ7euVerCLW}}

### LENDER INFORMATION

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

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

### REFERRAL INFORMATION

☐ Yes ☐ No

**DUE TO:** {{fldzVtmn8uyIVxuTF}} {{fldewmjoaJVwiMF46}}%

### NOTES

### QUICK REFERENCE

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

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

**PRICE:** {{fldhHjBZJISmnP8SK}}

**SELLER'S ASSIST:** {{fldzVtmn8uyIVxuTF}}