

## LISTING AGENT

**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:** \_\_\_\_\_  
**Total 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:** \_\_\_\_\_