BUYER'S AGENT

| PROPERTY: MLS#: | AGENT: |
|--|--|
| 123 Test Street, Philadelphia, PA 19123 MLS12345 | John Test Smith |
| CLOSING DATE: TIME: | LOCATION: |
| | |
| INITIAL DOCUMENTATION | BUYER |
| INTIAL DOCUMENTATION | NAME: Buyer Test Client |
| AOS Check SPD PreQual/POF SEC Wire Notice HW | ADDRESS: 100 Buyer Ave, Philadelphia, PA 19123 |
| Deed Referral Form RLBPHD FYP Form WN DMN CN | PHONE: 215-555-6789 |
| KPSS ABA Form | EMAIL: buyer@example.com |
| | |
| KW Addendum signed: Buyer Seller Agent | ATTORNEY |
| | NAME: John Attorney |
| CONTRACT PROCESSING | CONTACT: |
| File started Submitted Contract Folder Approved Comm Submitted | SELLER |
| Pending Checklist Date on Calendar Tasks set AOS Copy to: Client Bank Attorney | NAME: |
| Introduction email sent to Buyer | ADDRESS: 200 Seller St, Philadelphia, PA 19123 |
| Introduction email sent to buyer | PHONE: |
| DEPOSITS & MORTGAGE | EMAIL: |
| EMD Due: Amount: Follow up on: Deposit Mortgage Application Appraisal | |
| 1st Deposit received 2nd Deposit received | LISTING AGENT |
| | NAME: John Test Smith |
| INSPECTIONS & REPORTS | PHONE: |
| Home Inspection Scheduled House & Septic Ready Inspection Types: General Termite Radon Water Septic | EWAIL. |
| Inspection Date: Inspector: | TITLE AGENT |
| Inspection Reports received sent to Client | NAME: Test Title Company |
| Sent Rerminder BRTI Prepared Sent | PHONE: |
| CIT Addendum Prepared Sent Fully Signed | EMAIL: Title TC Invoice |
| RESALE CERT * C/O | Ordered Date Ordered: |
| Resale Certificate Received: Copy sent to Buyer Title Co | |
| Receipt of Documents sent Receipt of Documents signed | НОА |
| C/O Received: Copy sent to Buyer | NAME: Test HOA |
| APPRAISAL & MORTGAGE | CONTACT: |
| Mortgage Type: | Resale Certificate Received UNOTES: Philadelphia |
| Appraisal: Ordered Scheduled Value OK? | Test Warranty Company |
| Repairs: Repairs Needed No Repairs Needed | |
| Mortgage Commitment Due: Requested Received | C/O ✓ Yes No |
| WARRANTY, REPAIRS, & UTILITY INFO | NOTES: Test special instructions |
| Utility Info Requested Utility Info Received Sent | This is a test transaction |
| Warranty: ✓ Yes No Ordered Invoice sent to Title Company | |
| Warranty Company: Test Warranty Company | LENDER INFORMATION |
| Warranty Cost: 550 Paid By: ✓ Seller ☐ Buyer | NAME: |
| BRTI repairs: Repairs finished request receipts | PHONE: |
| Receipts received and sent to Buyer | EMAIL: |
| CLOSING DATE TRACKING | |
| OLOGINO DATE TRACKING | REFERRAL INFORMATION |
| Closing Date: Confirmed | 25/0 |
| | NOTES |
| All Parties Notified Extension Signed Calendar Updated | |
| Closing Time Preferred: | |
| COMMISSION DETAILS | |
| COMMISSION DETAILS | QUICK REFERENCE |
| Puver's Agent % . 3 | CONTRACT DATE: |
| Buyer's Agent %: 3 | ACCEPTANCE DATE: |
| Buyer Paid Commission: Seller Paid Commission: | PRICE: 350,000 SELLER'S ASSIST: 5,000 |
| | 5222210 A001011 5,555 |