

SALES CHECK LIST



PROPERTY ADDRESS: _____
 BUYERS(S): _____
 ADDRESS: _____

 PHONE: _____ BUS: _____ EMAIL _____
 SELLERS(S): _____
 ADDRESS: _____

 PHONE: _____ BUS: _____ EMAIL _____

CONTRACT DATE: _____ PRICE _____
 LENDER: _____ PHONE _____ EMAIL _____
 OFFICE/PROCESSOR: _____ / _____
 LOAN AMOUNT: _____ TYPE _____
 CLOSING ATTORNEY _____
 LOCATION: _____
 DATE: _____
 TIME: _____
 CO-SELLING AGENT: _____ EMAIL _____
 SALES AGENT: _____
 HOME: _____ BUS: _____ EMAIL _____
 LISTING.CO-LIST AGENT: _____
 HOME: _____ BUS: _____ EMAIL _____

DATE COMPLETE	SALES SERVICING STEPS
	AGENCY DISCLOSURE FORM SIGNED? IS BUYER QUALIFIED? ■ FAMILY INCOME: \$ _____ ■ RATIOS: _____ / _____ ■ CASH FOR CLOSING: \$ _____ ■ SOURCE OF DEPOSIT: _____ ■ INSTALLMENT DEBT: \$ _____ OFFER PRESENTED BY: _____ EXECUTED CONTRACT DELIVERED TO BUYER, SELLER AND LISTING AGENT SELLER BOUGHT WARRANTY PLAN? BUYER BOUGHT WARRANTY PLAN? EARNEST DEPOSIT TURNED INTO MANAGER'S BOX ASAP. IT IS COMPANY POLICY TO TURN IN DEPOSITS AS SOON AS THEY ARE RECEIVED. WORKSHEET COMPLETE ORIGINAL CONTRACT, ALL ADDENDUMS AND WORKSHEET TURNED IN TO MANAGER'S BOX CLOSING ATTORNEY SELECTED AND COPY OF CONTRACT SENT TO ATTORNEY LOAN APPLICATION SCHEDULED ATTEND LOAN APPLICATION LOCKED IN LOAN FOR _____ DAYS @ _____ % and _____ DISCOUNT POINTS HOME INSPECTION SCHEDULED WITH _____ HOME INSPECTION COMPLETE AND BUYER, SELLER AND LISTING AGENT NOTIFIED, WITH COPIES OF ALL INSPECTIONS _____ CONTRACT CONTINGENCIES REMOVED BY ADDENDUM FOLLOW-UP WITH LENDER (CREDIT REPORT) ADVISE LISTING AGENT APPRAISAL ORDERED APPRAISAL COMPLETED LOAN SUBMITTED FOR APPROVAL ADVISE LISTING AGENT OF PROGRESS LOAN APPROVED IS APPROVAL CONTINGENT? OR NON-CONTINGENT? ANY CONDITIONS ATTACHED TO LOAN APPROVAL? _____ BUYERS, SELLER AND LISTING AGENT NOTIFIED OF APPROVAL POSSESSION DATE SET BY BUYER AND SELLER CLOSING DATE SET WITH ATTORNEY'S OFFICE BUYER, SELLER AND LISTING AGENT NOTIFIED OF CLOSING DATE, TIME AND LOCATION HAS THE ATTORNEY ORDERED THE TITLE AND SURVEY? TERMITE INSPECTION ORDERED TERMITE INSPECTION COMPLETE, ADVISED PURCHASER WELL INSPECION SEPTIC INSPECTION I & I INSPECTION INFORMED BUYER TO MAKE ARRANGEMENTS TO CONNECT UTILITIES _____ INFORMED BUYER TO ORDER HOMEOWNERS INSURANCE WALK-THRU SCHEDULED 3-5 DAYS PRIOR TO CLOSING, ARE UTILITIES ON? CONFIRM DEED AND SETTLEMENT PAPERS SIGNED BY SELLER REVIEW SETTLEMENT STATEMENT WITH PURCHASER PRIOR TO CLOSING REMIND PURCHASER TO BRING A CASHIER'S CHECK MADE OUT TO ATTORNEY OR SETTLEMENT AGENT. ARRANGEMENTS MADE FOR TRANSER OF KEYS & GARAGE DOOR OPENERS POSSESSION DATE PLAN TO ATTEND CLOSING CONFIRMED COMMISSION CHECK AND SETTLEMENT STATEMENT TO OFFICE. WILL YOU PICK UP? OR MAILED? CLOSING GIFT DELIVERED SENT THANK YOU LETTER ADDED BUYER TO NEWSLETTER/SOI MASTER MAILING LIST
	COMMENTS/SPECIAL INSTRUCTIONS: _____ _____