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
	POSSESION 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
	POSSESION DATE
	PLAN TO ATTEND CLOSING
	CONFIRMED COMMISSION CHECK AND SETTLEMENT STATEMENT TO OFFICE. WILL YOU PICK UP? OR MAILED?
	CLOSING GIFT DELIVERED

COMMENTS/SPECIAL INSTRUCTIONS:

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