

LISTING CHECKLIST

Property Address: _____

Listing Date: _____ Expires: _____ Price: _____

- | | | |
|--|--|---|
| <input type="checkbox"/> Exclusive Rights | <input type="checkbox"/> MLS Profile Sheet | <input type="checkbox"/> Add to monthly listings |
| <input type="checkbox"/> Enter Listing in MLS | <input type="checkbox"/> Showing Inst. in Showingdesk | <input type="checkbox"/> Write 2-Ads |
| <input type="checkbox"/> Agency Disclosure | <input type="checkbox"/> Sellers Disclosure | <input type="checkbox"/> Lead Paint Disclosure |
| <input type="checkbox"/> Pay-Off Letters | <input type="checkbox"/> Death Certificate or divorce decree if applicable | |
| <input type="checkbox"/> Add to Floor Book & Board | <input type="checkbox"/> Make Appointment Sheet | <input type="checkbox"/> Scan & Upload Disclosures |
| <input type="checkbox"/> Home Warranty paid by: _____ | | <input type="checkbox"/> Take Photo's |
| <input type="checkbox"/> Feature Sheets prepared & delivered _____ | | <input type="checkbox"/> Order Sign (put in book) |
| <input type="checkbox"/> Lockbox #: _____ Combo _____ | | <input type="checkbox"/> Closing Fee Addendum |

SALE CHECKLIST

- | | | |
|---|--|---|
| <input type="checkbox"/> Salesperson Worksheet | <input type="checkbox"/> Turn in deposit check | <input type="checkbox"/> Purchase Agreement |
| <input type="checkbox"/> Addendums | <input type="checkbox"/> Lead Paint Disclosure | <input type="checkbox"/> Agency Disclosure |
| <input type="checkbox"/> Sellers Disclosure | <input type="checkbox"/> Mortgage pay-off ordered: _____ | |
| <input type="checkbox"/> Make sure the lender is notified and receives a copy of the Purchase Agreement and any Addendums | | |
| <input type="checkbox"/> Termite ordered only if FHA/VA mortgage (734-728-7378) _____ | | |
| <input type="checkbox"/> Ordered Title work _____ by: _____ | | |
| <input type="checkbox"/> Appraisal ordered _____ Received _____ | | |
| <input type="checkbox"/> City Inspection ordered _____ Completed _____ | | |
| <input type="checkbox"/> Send just sold cards | <input type="checkbox"/> Change status in MLS | <input type="checkbox"/> Add to board & books |

PRIOR TO CLOSE

- | | |
|---|--|
| <input type="checkbox"/> Notify Buyer to get Insurance | <input type="checkbox"/> Notify Seller to order final water bill |
| <input type="checkbox"/> Call Buyer with final cost | <input type="checkbox"/> Review closing papers with Seller |
| <input type="checkbox"/> Confirm closing with Buyer | <input type="checkbox"/> Confirm closing with Seller |
| <input type="checkbox"/> Confirm closing w/Title Company | <input type="checkbox"/> Confirm closing with Co/op Realtor |
| <input type="checkbox"/> Notify Buyer to transfer utilities | <input type="checkbox"/> Notify Seller to transfer utilities |
| <input type="checkbox"/> Notify Buyers to bring drivers license | <input type="checkbox"/> Notify Sellers to bring drivers license |

AFTER CLOSING

- | | | |
|--|--|--|
| <input type="checkbox"/> Call Sign Down (put in book) | <input type="checkbox"/> Change Status in MLS | <input type="checkbox"/> Send T.R. Sheet |
| <input type="checkbox"/> Pickup L/B, name rider, info box. | <input type="checkbox"/> Send Thank you letter | <input type="checkbox"/> Change info in database |
| <input type="checkbox"/> Turn in closing papers to closing dept. | | <input type="checkbox"/> C.P.I |

Additional Notes: _____

