PENDING TO CLOSING WORKSHEET

| MLS#ADDRESS | | PRICE |
|---------------------------------------|---------------------|--------------|
| Legal descrp | | |
| Client(s) #s | | |
| Client e-mail | Other party (names) | LBx Code |
| Other Agent #s, e-mail | | |
| Title Co Contact & GF# | | |
| Lender Contact | | |
| L | | |
| | | <u>NOTES</u> |
| Pended in Office | _ | |
| Pended in MLS | | |
| Pending sign rider | | |
| Earnest money deposited | | |
| Loan payoff info to title co | | |
| Effective date of contract | | |
| Loan approval days/date | _ | |
| Appraiser | | |
| Mort. Co. approval letter | | |
| Appraiser's drawing rec'd | | |
| Option period date | | |
| Home insp | | |
| WDI insp | _ | |
| Septic insp | | |
| Survey | | |
| Homeowner's insurance | | |
| Restrictions for buyer's review | | |
| Title commit (35 days) date | | |
| Title commit delivery | | |
| Title commit/object date | | |
| Contract closing date | | |
| Scheduled closing date/time | | |
| Res. Service contract ordered | | |
| Utilities discussed | | |
| Review settlement statement | | |
| Remind buyer-cashier's check | | |
| Final walk through | | |
| Lbx/ sign picked up | | |
| Keys to closing | | |
| Neighborhood announcement | | |
| Buyer/seller-address on mailing list_ | _ | |
| Other dates, contract requirements, | | |
| etc | | |