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		
		<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		
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