MLS#\_\_\_\_\_\_\_\_\_\_ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client(s) #s\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client e-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other party (names)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-op Agent #s, e-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title Co Contact & GF#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lender Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Effective Date on contract\_\_\_\_\_\_\_\_\_

Pended: Office\_\_\_\_\_\_ MLS\_\_\_\_\_\_\_

Pending Sign Rider \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Loan payoff info to title co \_\_\_\_\_\_\_\_\_ Earnest money & option money \_\_\_\_\_

Option ending date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Loan approval days/date\_\_\_\_\_\_\_\_\_\_\_

Mort. Co. approval letter\_\_\_\_\_\_\_\_\_\_\_

Appraiser & Packet\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Homeowner’s insurance\_\_\_\_\_\_\_\_\_\_\_

C.L.U.E. ordered\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Restrictions for buyer’s review\_\_\_\_\_\_

Home insp.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WDI insp.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Septic insp\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Survey\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOA docs (If applicable)\_\_\_\_\_\_\_\_\_\_

Title commit (35 days) date\_\_\_\_\_\_\_\_

Title commit delivery\_\_\_\_\_\_\_\_\_\_\_\_\_

Date for objections\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract closing date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scheduled closing date/time\_\_\_\_\_\_\_\_

Appraiser’s drawing rec’d\_\_\_\_\_\_\_\_\_\_

Res. Service contract ordered\_\_\_\_\_\_\_

Utilities discussed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review settlement statement\_\_\_\_\_\_\_\_

Remind buyer-funds for closing\_\_\_\_\_

Final walk through\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lbx/ sign picked up\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Keys to closing\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Just Sold announcements\_\_\_\_\_\_\_\_\_\_

Database & Rewards Group\_\_\_\_\_\_\_\_

Other dates, contract requirements, etc.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# NOTES

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