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

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

Pended in Office\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pended in MLS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pending sign rider\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Earnest money & option money deposited\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

Loan payoff info to title co\_\_\_\_\_\_\_\_\_

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

Appraiser\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

Title commit/object date\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

Oth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# NOTES

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