LISTING SOLD CHECKLIST   
\_\_\_\_\_Offer/Purchase Agreement is FULLY EXECUTED  
\_\_\_\_\_Seller’s Disclosure is FULLY EXECUTED  
\_\_\_\_\_Order Warranty  
\_\_\_\_\_MLS Pending Form  
\_\_\_\_\_Sales Worksheet  
\_\_\_\_\_”Accepted Offer” folder SUBMITTED through dotloop\_\_\_\_\_ LOCATE the ABSTRACT & deliver it to RE/MAX\_\_\_\_\_ Enter cooperating AGENT’S phone number in your phone \_\_\_\_\_SEND SIGNED COPY OF ALL DOCS BACK TO BUYERS AGENT   
\_\_\_\_\_ Obtain PREAPPROVAL and lender contact info. Enter into sales worksheet  
\_\_\_\_\_ UPDATE Estimate of Proceeds & send to seller Include ALL expenses on offer (CC, warranty, etc)  
\_\_\_\_\_ PROSPECT NEIGHBORS! Make your JUST SOLD calls NOW! Get another listing! Do it while it’s fresh!  
\_\_\_\_\_ Inform seller of when the Buyers will do INSPECTION. Date\_\_\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_ When does the Inspection Period end? Date\_\_\_\_\_\_\_\_\_\_ Check PA. They’re all different. Business days?  
\_\_\_\_\_ Obtain Inspection Requests from Buyers Agent. How long do you have to respond?\_\_\_\_\_\_\_\_\_ Better check PA!  
\_\_\_\_\_ Resolve Inspection issues and have sellers sign inspection request addendum TIMELY!  
\_\_\_\_\_ Coordinate Pest Inspection. Our back office orders the PEST. Then they will call you to schedule.  
\_\_\_\_\_ Is this property on SEPTIC? \_\_\_\_\_\_Inform seller to order TOT inspection NOW! Date\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_ If PROPANE: How much $$$ for remaining fuel in tank?\_\_\_\_\_\_\_ Rented tank needs transferred to new owner  
\_\_\_\_\_ Has the APPRAISER scheduled an appraisal appointment yet? \_\_\_\_\_\_\_\_\_\_ If no, Check w/ lender. Problems?  
\_\_\_\_\_ Title opinion is done and CLEAR? Look in dotloop. Back office should help you understand if problem  
\_\_\_\_\_ Did Seller take care of ALL inspection items as agreed to?\_\_\_\_\_\_\_\_ Be sure now while you have time!  
\_\_\_\_\_ Tell Sellers ONLY TRANSFER utilities NOT turn off. Water that gets shut off can break at the stop box. $$  
\_\_\_\_\_ Is the Buyer doing a walk through? Date\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_ Schedule w/ the sellers! Will agent take keys?  
\_\_\_\_\_ If property has an HOA get Dues Affidavits signed NOW Ask seller is paid to date on dues. Are there fees?  
\_\_\_\_\_ Schedule time with Sellers for signing closing documents. A few days ahead of closing. Date\_\_\_\_\_\_\_ Time\_\_\_\_\_  
\_\_\_\_\_ CD/Alta/HUD Settlement Statements SIGNED prior to closing. Does it have to be wet signature? Notarize!!!  
\_\_\_\_\_ Closing/House warming gift? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_ Is the Buyer doing a walk through? Date\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_ Schedule with the sellers!  
\_\_\_\_\_ CLOSING Date\_\_\_\_\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_\_\_\_ Location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Take gift!  
\_\_\_\_\_ Pick up SIGN and LOCKBOX from property. Don’t forget… buyer’s agent will grumpy call after closing.  
\_\_\_\_\_ Deliver closing docs/keys to closing and proceeds/commission picked up  
\_\_\_\_\_ Deliver PROCEEDS to Seller immediately  
\_\_\_\_\_ Enter transaction for tracking. Name, address, source, commission earned. This is important! Especially source!