Checklist Buyer SALE CLOSING DATE:\_\_\_\_\_\_\_\_\_

Buyers Names\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LISTING AGENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_Agent contact info entered into cell phone

\_\_\_\_\_Preapproval info to listing agent

\_\_\_\_\_Purchase agreement and disclosure fully executed to listing agent

LENDER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact info\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_SEND Purchase agreement/disclosure fully executed to lender ASAP – make sure what lender

REMAX
\_\_\_\_\_SEND EM or make arrangements for earnest money to be sent:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (3 days!!!)
\_\_\_\_\_Purchase Agreement
\_\_\_\_\_Agency Disclosure
\_\_\_\_\_ Sellers Disclosure
\_\_\_\_\_Earnest Money Copy
\_\_\_\_\_Sales Worksheet
\_\_\_\_\_**SUBMIT all of above Closing Dept** DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_Schedule inspection Day/Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_ Inspection deadline\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Do they want radon test? Yes No (if yes schedule with inspection)

\_\_\_\_\_Communicate to Buyer date/time of inspection appointment
\_\_\_\_\_Notify LISTING AGENT of inspection appointment date/time

 Inspection issues? Yes No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Complete Inspection addendum and get buyer signature CHECK YOUR TIMELINE – read PA for guide
\_\_\_\_\_ Resolve inspection issues and get signed copy back

Is there a home warranty? Contract number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Remind buyer to put utilities in their name as of date of possession.

\_\_\_\_\_ Inform listinmg agent of date/time/location of closing.

\_\_\_\_\_ Is buyer doing a walk through? Schedule walk through. Are you to take the key or leave it in lockbox.

\_\_\_\_\_ Buyer gift

\_\_\_\_\_ Track sale and add to Sphere database