

# UNDER AGREEMENT CHECKLIST

## OUR BUYER

### Property Address

  


### Buyer Name & Number

  


### Commitment Date

### Closing Date

### Home Inspector's Name & Number

### Date & Time of Home Inspection

### Mortgage Company Name & Number

### Closing Attorney Name & Number

### Appraiser Name & Number

### Date & Time of Smoke Certification

DATE	INITIALS	COMPLETION LIST
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send Listing Agent a personal notecard from Team Leader
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send Buyer Letter "Congratulations on Accepted Offer" (MOS)
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Call Buyer to have them book the Home Inspection
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Verify that the date & time of Home Inspection is acceptable to Listing Agent
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send Home Inspector a personal notecard from Team Leader
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Mark Team Leader calendar with date & time of Home Inspection
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Call Lender for updated mortgage approval
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Ask Lender for Closing Attorney contact information
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Ask Lender for Appraiser contact information
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send personal note to Lender with Team Leader's business card
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send personal note to Closing Attorney with Team Leader's business card
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send personal note to Appraiser with Team Leader's business card
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Receive copy of updated approval
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Mark board with under agreement information
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Change status in MLS to UAG
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Set up automatic email to remind me to check on commitment 1 week in advance
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send "Congratulations, You're Under Agreement" letter to the buyer
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Mail Just Sold postcards
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send Thank You card to buyer with information about the town
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send Thank You card to seller with (contact info is on HUD)
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send Thank You card to Listing Agent
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send Thank You card to Lender
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send Thank You card to Closing Attorney
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send Thank You card to Appraiser
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send Thank You card to office staff members for another smooth deal
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send Thank You card to home owners insurance company
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Call referral source and notify them about another smooth move
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send thank you and tickets to referral source
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send Buyer movie tickets so they can sit back and relax one week later
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Call Buyer on week anniversary date to make sure no loose ends