

UNDER AGREEMENT CHECKLIST

OUR LISTING

Property Address

Seller 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

- | DATE | INITIALS | COMPLETION LIST |
|----------------------|----------------------|--|
| <input type="text"/> | <input type="text"/> | <input type="checkbox"/> Send Buyer's Agent a personal notecard from Team Leader |
| <input type="text"/> | <input type="text"/> | <input type="checkbox"/> Verify with Buyer's Agent the date & time of Home Inspection |
| <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"/> Notify Seller of Home Inspection date & time |
| <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 seller (MOS) |
| <input type="text"/> | <input type="text"/> | <input type="checkbox"/> Receive copy of fully executed accepted offer from all parties & place in file |
| <input type="text"/> | <input type="text"/> | <input type="checkbox"/> Prepare preliminary purchase agreement and email it to buyer agent for review |
| <input type="text"/> | <input type="text"/> | <input type="checkbox"/> Receive fully executed copy of Purchase and Sale Agreement |
| <input type="text"/> | <input type="text"/> | <input type="checkbox"/> Send Thank You to seller's kids with friendly gift certificates for ice cream, etc. |
| <input type="text"/> | <input type="text"/> | <input type="checkbox"/> Leave all Escrow checks with Broker |
| <input type="text"/> | <input type="text"/> | <input type="checkbox"/> Fax P&S to Lender |
| <input type="text"/> | <input type="text"/> | <input type="checkbox"/> Call all previous open house attendees notifying them of status change |
| <input type="text"/> | <input type="text"/> | <input type="checkbox"/> Notify Seller to contact Closing Attorney to talk about deed preparation |
| <input type="text"/> | <input type="text"/> | <input type="checkbox"/> Call Seller to find out if they need moving company referral |
| <input type="text"/> | <input type="text"/> | <input type="checkbox"/> Contact Appraiser and fax comparable properties |
| <input type="text"/> | <input type="text"/> | <input type="checkbox"/> One week prior to commitment date, verify with lender everything is on schedule |