

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
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Notify Buyer to contact Closing Attorney to start preliminary scheduling of closing
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Call buyer to find out if they need moving company referral
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> One week prior to commitment date, verify with Lender everything is on schedule
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Receive mortgage commitment
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Call Buyer to make sure they are comfortable with the commitment terms
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Call Buyer to remind him to notify current landlord about the move
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send Buyer's landlord a note card offering assistance with rental of unit
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Notify Buyer to have utilities switched and mail delivery changed
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Order closing gift
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Schedule walkthrough with Listing Agent
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Put walkthrough on Team Leader's calendar
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Verify time & place of closing with Closing Attorney
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Put closing time & place on Team Leader's calendar
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Notify Buyer to contact Closing Attorney for closing figures
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Add client to past client database
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Verify that list office has changed status in MLS
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Place property on Closed Board