

Contract Checklist

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Date Completed:

Property Address:	Sales Price:	
MLS #	MLS Status Changed to:	Date Changed:
Listing Price:	Date Listed (if ours):	Listing Source (if ours):
Agent reviews file:		Start green closing checklist:
Liz: Record on ClydeLog.		
Earnest \$	Funds Rec'd?	Title Co Receipt?

Seller' Name:		
Address:		
Home Phone #:	E-mail:	
Other #'s: His work	His cell	His fax
Her work	Her cell	Her fax

Listing Co:		
Agent:		E-mail:
Office Ph #:	Cell:	Fax:

Buyer's Name:	Source:	
Address:		
Home Phone #:	E-mail:	
Other #'s: His work	His cell	His fax
Her work	Her cell	Her fax

Buy Side Co:		
Agent:		E-Mail:
Office Ph #:	Cell:	Fax:

Title Co. & Location:		
Escrow Officer:		Assistant:
Phone #:	Cell:	Fax:
E-Mail:		

Mortgage Company:		
Loan Officer:		
Phone #:	Cell:	Fax:
E-Mail:		
Assistant E-Mail:		
Assistant Phone #'s:		
	Contract Sent to Lender:	

Contracts where we represent the BUYER: Sign "General Information & Notice to a Buyer" form _____		
Commission & Fees: Listing Side ___% Buy Side ___% Admin Fee \$_____ to Seller		
File: If our listing, get listing binder. If not, make new one. Label - Address, Closing Date		
Other:		
Property:	Clients:	

Date Completed:

Effective Date of Contract:	
Closing Date per Contract:	
CC Introduce Self to Other Agent	
Clsg Co-ord calls Client @ receipt of contract:	
Option \$	
Sent to Seller	
Option Period # of Days:	Option Ends:
Mail Closing Packet Day Option Ends:	Due:
Email Ginger to Remove Listing From Feedback System Once Option Ends:	
Inspections Scheduled:	
Inspector & Phone #:	
*Home inspection	
*Septic system (required for FHA & VA)	
*Termite inspection (required for FHA & VA)	
*Water well inspection (required for FHA & VA)	
Third Party Financing # of days:	Deadline:
Lender Letter Received:	
Appraisal Completed:	
Add new contract to Agent 2000:	
Notify Shane name/address of clients; e-mail to Team re: new contract:	
Agent to choose closing gift for client at inception of contract:	
Add critical dates of new contract to Closing Co-coordinator's calendar	
Is membership in HOA required? Disclosure due:	
HOA order placed w/title co. on : _____ Delivered HOA info to _____ on:	
If our listing, e-mail listing agent to place sold or pending sign.	
Survey: Existing? Yes No	

Delivery to Buyer Due:	Delivery Completed:	
Date existing survey faxed to title co:		
If new survey req'd, who pays:	Who ordered survey:	
Real Prop Affidavit Attached?		
Seller's Disclosure: Signed by all parties?		
Home Warranty Plan?	Cost & Coverage:	
Vendor:		
Review Title Commitment from Title Company:		
Copy of Title Commitment sent to Lender:		
Possession: At closing & funding?	Or temp lease agmt?	
Set Closing & Confirm with Agents:		
Just Prior to Closing:		
Review HUD Statement w/Shane White:		
Review HUD Statement w/listing or buyer's agent & call client:		
E-mail listing agent to remove sign & lockbox		
Print Agent 2000 Contract Notes and place in file:		
Green Sheet Checklist and Any Missing Forms in Front of Binder:		
Release File and Gift to Agent:		
Zip Drive Enclosed for Signed Docs from Closing:		
NOTES:		
After closing, agent to return contract file & green checklist to Liz for accounting & to generate checks.		
Deposit to Bank _____	Deposit to QB _____	ClydeLog _____ Analysis Pgs _____ Agent Stats _____
Commission Cks _____		RE/MAX Stats _____
Bonus Cks _____		Give file to Ginger _____ (Revised 10/15/12)