

PROPERTY INFORMATION

TAXES

Annual Property Taxes _____
Current Exemptions _____

INSURANCE

Company _____
Agent _____
Phone Number _____

UTILITY INFORMATION

Gas _____
Electric _____
Water _____
Cable _____
Phone _____

PAYOFF INFORMATION

Lender (1st Lien) _____
Phone _____
Account Number _____
Payoff \$ _____
Lender (2nd Lien) _____
Phone _____
Account Number _____
Payoff \$ _____
Total Payoff _____

SCHOOL INFORMATION

District _____
Elementary _____
Middle _____
High _____
Other _____

GENERAL INSPECTIONS

Type (1) _____
Company _____
Phone _____
Type (2) _____
Company _____
Phone _____
Notes _____

HOME WARRANTY

Company _____
Amount \$ _____
Amount Paid by Seller _____
Representative _____
Phone _____
Options _____
Notes _____

TERMITE INSPECTIONS

Company _____
Inspector's Name _____
Phone Number _____
Date Scheduled _____
Notes _____

HOA

Association Name _____
Contact _____
Phone _____
Cost of Resale Certificate \$ _____
Transfer Fee _____
Paid By _____

LISTING CHECKLIST

Date Listed: _____ Exp. Date: _____ Price: _____ MLS # _____

All paperwork signed and submitted to Broker:

- Listing Agreement
- Seller's Disclosure
- Information on Brokerage Services
- Lead Based Paint Addendum (when necessary)

Information Forms completed for use when property goes under contract

- Mortgage Information; Permission to order payoff
- Utility Information

Listing put on MLS and showing instructions submitted to Showing Service

Sign and Lock Box put on property:

- Lock Box #
- CBS Code:
- Shackle Code:

Flyers delivered to property

Copies of all paperwork given to Seller(s)

Listing Submitted or online marketing:

- | | |
|-------------|----------|
| Craigslist | Trulia |
| Active Rain | Facebook |
| Twitter | Other: |

Just Listed cards created and mailed

Notes/Special Instructions:

Listing Agent Closing Checklist:

UPON EXECUTION

- Executed Contract and Addendums/Amendments to Broker
- Change Status in MLS to Active Option/Pending
- Information to Seller(s)
 - Copy of Executed Contact
 - Old Republic Title Contact Information
 - Steps of the Closing Process Form
- Confirm receipt of option money

SUBMISSION TO OLD REPUBLIC TITLE

- Seller Contact Info (phone, email, current and/or forwarding address)
- Seller's Payoff Information
- Commission Disbursement Authorization
- Survey and Affidavit (T-47)
- HOA Information (if applicable)
- Invoices to be paid at settlement

CLOSING PREPARATION

- Discuss closing time with Seller(s) and contact ORT to schedule
- Remind Seller(s) to disconnect/transfer utilities
- Remind Seller(s) to cancel Hazard Insurance (after closing)
- Confirm arrangements for the possession of property
 - Keys, Openers, Gate Codes, etc.

POST CLOSING

- Change status in MLS to Sold
- Pick up sign and Lock Box

CRITICAL DATES

Executed: _____
Option Expires: _____
Finance Approval Deadline: _____
Closing Date: _____

Buyer's Agent Closing Checklist:

UPON EXECUTION

- Executed Contract and Addendums/Amendments to Broker
- Information to Buyer(s)
 - Copy of Executed Contact
 - Old Republic Title Contact Information
 - Steps of the Closing Process Form
 - Utility Information
- Help Buyer schedule inspections and notify Listing Agent

SUBMISSION TO OLD REPUBLIC TITLE

- Executed Contract and Addendums/Amendments
- Buyer Contact Information (phone, email, address)
- Lender Contact Information
- Home Owners Insurance Contact Information
- Commission Disbursement Authorization
- Invoices to be paid at settlement
- Earnest Money and Option Fee

CLOSING PREPARATION

- Discuss closing time with Buyer(s) and contact ORT to schedule
- Discuss time w/ Buyer(s) to perform final walk through and schedule w/ Listing Agent
- Remind Buyer(s) to connect/transfer utilities
- Remind Buyer(s) to cancel Hazard Insurance (after closing)
- Confirm arrangements for the possession of property
 - Keys, Openers, Gate Codes, etc.

Appraisal Ordered: _____
Survey Ordered: _____
Home Warranty Ordered: _____

PROPERTY, PRINCIPAL AND BROKERAGE INFORMATION

LEGAL DESCRIPTION:

Lot: _____
Block: _____
Subdivision Name: _____

Sale Price (\$): _____
Loan Amount (\$): _____
MLS #: _____

Client's Name(s)

(1) _____ (2) _____
Phone and Email: _____ Phone and Email: _____
Home _____ Home _____
Cell _____ Cell _____
Work _____ Work _____
Email _____ Email _____

Other Agent

Name _____
Phone and Email: _____
Cell _____
Work _____
Email _____
Broker _____

LENDER AND TITLE COMPANY INFORMATION:

Loan Company: _____
Loan Officer _____
Phone _____
Email _____

Processor _____
Phone _____
Email _____

Preapproval Date _____
Appraisal Ordered _____
Appraisal Value \$ _____

Title Company: **Old Republic Title** _____
Address _____
Closer _____
Phone _____
Email _____

Assistant _____
Phone _____
Email _____

Existing Survey? YES NO
Survey Ordered? YES
Survey and T-47 to Title? YES
Actual Closing Date _____

Date Ordered _____
Date Submitted _____
Time _____

CRITICAL DATES

Executed _____
Option Expires _____
Survey and T-47 to Buyer by _____
HOA to Buyer by _____

Finance Approval Deadline _____
Home Warranty Selected _____
Closing Date _____

NOTES:

