

PENDING LISTING SALES

ADDRESS _____ MLS# _____
CONTRACT PRICE _____ EARNEST MONEY _____ HELD BY _____
SELLER PAID CLOSING COSTS _____ SELLER PAID TITLE INSURANCE? _____
HOME WARRANTY _____ PAID BY _____ THRU _____
PENDING DATE _____ CLOSING DATE _____ OCCUPANCY DATE _____
LISTING AGENT _____ SELLING AGENT _____
TITLE COMPANY & CONTACT _____
LOAN TYPE _____ LENDER & CONTACT _____
HOA MANAGEMENT COMPANY & CONTACT _____
COMMISSION\$ _____ REFERRAL FEE _____ RELO _____
INSPECTION CONTINGENCIES DUE _____ / _____ LOAN APPROVAL DUE _____
INTENT TO PROCEED _____ INSURANCE _____ CTC _____
PUT IN MIKE OR KEVIN'S SCHEDULE WHEN INSPECTION IS DUE _____
CONTINGENT UPON A CLOSING? _____ NET SHEET PROVIDED? _____
PREFERRED CLOSING TIME _____

REQUIRED FORMS FOR FILE AND MAIN OFFICE FILE

_____ COMMISSION DISBURSEMENT SHEET/ COMMISSION SPLIT _____
_____ CONTRACT TO PURCHASE _____ AGENCY DISCLOSURE _____ TEAM
_____ CONSUMER GUIDE TO AGENCY AFFILIATED BUSINESS DISCLOSURE
_____ PROPERTY DISCLOSURE _____ LEAD PAINT DISCLOSURE _____ WIRE FRAUD
_____ RECEIPTED EARNEST MONEY/ DUE _____
_____ CHANGE TO PENDING IN MLS / CORRECT CLOSING DATE?
_____ PRE-APPROVAL LETTER

PROCESSING

_____ COPY AGENTS COMMISSION SHEET; ADD TO BINDER ENTER INTO SKYSLOPE
_____ EMAIL "PENDING SELLER EMAIL" & "PAYOFF AUTHORIZATION FORM" & "NET SHEET"
_____ EMAIL CO-OP IMPORTANT DATES PER CONTRACT
_____ WRITE SALE ON BOARD
_____ SEND CONTRACT TO LENDER (IF CASH SEND TO TITLE COMPANY)
_____ SEND HOA DOCS TO CO-OP/ DUE _____
_____ TITLE SHEET RECEIVED?
_____ APPRAISAL SCHEDULED? COMPLETED
_____ SOLD RIDER (CHECK WITH LISTING AGENT)
_____ INSPECTION REPAIR RECEIPTS IN FILE/ SEND TO OTHER AGENT
_____ SCHEDULE CLOSING/ PUT CLOSING IN MIKE OR KEVIN'S SCHEDULE & WRITE ON FILE
_____ SEND SELLER "WALK THRU AND CLOSING EMAIL" _____ WIRE INSTRUCTIONS IF APPLICABLE
_____ ARRANGE LOCKBOX/KEY/SIGN PICK UP VIA CO-OP AGENT OR VIA COURIER
_____ GET NEW FORWARDING ADDRESS

POST CLOSING

_____ DISBURSEMENT SHEET IN SKYSLOPE
_____ SAVE HUD AND COMPLETE FILE TO DESKTOP/DOTLOOP
_____ ENROLL HOW, MAIL CHECK, SEND CONFIRMATION IF APPLICABLE TO CO- OP
_____ ADD TO EXCEL SPREADSHEET
_____ ADD TO KVCORE
_____ CHANGE TO SOLD IN MLS (DAYTON?)
_____ SCAN ENTIRE FILE
_____ SUBMIT CHECK & HUD TO SKYSLOPE