

PENDING BUYER 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 _____
PREFERRED CLOSING TIME _____

REQUIRED FORMS FOR FILE

_____ BUYER'S AGENT SALES SHEET/ COMMISSION SPLIT _____
_____ CONTRACT TO PURCHASE _____ AGENCY DISCLOSURE
_____ CONSUMER GUIDE TO AGENCY _____ AFFILIATED BUSINESS DISCLOSURE
_____ PROPERTY DISCLOSURE _____ LEAD BASED PAINT DISCLOSURE
_____ WIRE FRAUD DISCLOSURE _____ TEAM DISCL
_____ EARNEST MONEY DEPOSITED & RECEIPTED/ DUE: _____
_____ PRE-APPROVAL LETTER

PROCESSING

_____ COPY AGENTS COMMISSION SHEET; ADD TO BINDER
_____ ENTER INTO SKYSLOPE
_____ EMAIL BUYER "PENDING BUYER E-MAIL"
_____ EMAIL CO-OP IMPORTANT DATES PER CONTRACT
_____ WRITE SALE ON BOARD
_____ SEND CONTRACT TO LENDER
_____ HOA DOCS RECEIVED BY CO-OP AGENT? / DUE: _____
_____ APPRAISAL SCHEDULED? COMPLETED? _____
_____ TITLE SHEET RECEIVED?
_____ WIRE INSTRUCTIONS PROVIDED TO BUYER FROM TITLE?
_____ INSPECTION REPAIR RECEIPTS IN FILE?
_____ SEND "BUYER CLOSING EMAIL" WITH "UTILITY INFORMATION"
_____ ORDER HOME WARRANTY ONLINE

POST CLOSING

_____ DISBURSEMENT IN SKYSLOPE
_____ ENROLL HOME WARRANTY, MAIL CHECK, SEND CONFIRMATION TO BUYER
_____ SAVE HUD AND COMPLETE FILE TO DESKTOP/DOTLOOP
_____ ADD TO EXCEL SPREADSHEET
_____ ADD TO KVCORE
_____ SCAN ENTIRE FILE _____ SUBMIT CHECK AND HUD TO SKYSLOPE