

Real Estate Agent Checklist

Contract Expiration Date: _____

Property Address: _____

Sales Price: \$ _____

Earnest Money: \$ _____ Held By: _____

Purchaser(s): _____

Contact #: _____ Email: _____

Contact #: _____ Email: _____

Seller(s): _____

OUT OF STATE (Check If Applicable - Remote/Mail Away Fee is \$125)

Contact #: _____ Email: _____

Contact #: _____ Email: _____

Seller Attorney: _____

Contact #: _____ Email: _____

Loan Officer/Contact: _____ Lender: _____

Email: _____ Phone #: _____

Selling Agt: _____ Company: _____

Phone #: _____ Email: _____

Commission: _____%

Listing Agt: _____ Company: _____

Phone #: _____ Email: _____

Commission: _____%

Does Purchaser want a new survey: _____ No. _____ Yes. (Check One)

If Yes, Name of Surveyor: _____

Termite Inspection: Company: _____

Contact #: _____ Paid By: _____ Amount: _____

HVAC Inspection: Company: _____

Contact #: _____ Paid By: _____ Amount: _____

Home Inspection: Company: _____

Contact #: _____ Paid By: _____ Amount: _____

Repairs: Company: _____

Contact #: _____ Paid By: _____ Amount: _____

Repairs: Company: _____

Contact #: _____ Paid By: _____ Amount: _____

Home Warranty: Company: _____

Provided By: _____ Paid By: _____ Amount: _____

Homeowners Association: _____ No. _____ Yes.

If Yes, Company: _____

Contact #: _____ Paid By: _____ Amount: _____

Homeowners Association- Special Assessments: _____ No. _____ Yes. (Check One)

If Yes, Paid By: _____ Amount: _____

Water Service: Company: _____

Contact : _____

Sewer Service: Company: _____

Contact : _____