

BROKER - HOME BUYERS CHECKLIST

| | |
|-------------------|--|
| Address | |
| Client | |
| Buyer/Seller | |
| Co-Agent | |
| Buyer/Seller Name | |
| MLS # | |
| MA Date | |
| Sales Price | |
| EM \$ | |
| EM Due | |
| Inspection | |
| Response | |
| Response | |
| Final Walk | |
| Loan Type | |
| Lender | |
| Concessions | |
| Escrow | |
| Title | |
| Close Date | |
| Commission | |

| | |
|--------------------------|---|
| <input type="checkbox"/> | Obtain loan approval in writing |
| <input type="checkbox"/> | Submit contract to title/escrow and lender |
| <input type="checkbox"/> | Submit contract to C21 REC |
| <input type="checkbox"/> | Collect/Deliver Earnest Money |
| <input type="checkbox"/> | Provide receipt to C21 REC |
| <input type="checkbox"/> | Schedule Inspection |
| <input type="checkbox"/> | Confirm appraisal scheduled |
| <input type="checkbox"/> | Confirm septic inspection completed (buyer has right to attend) |
| <input type="checkbox"/> | Negotiate for repairs after inspection (35R) |
| <input type="checkbox"/> | Provide final 35R to C21 REC |
| <input type="checkbox"/> | Post pending on social media outlets |
| <input type="checkbox"/> | Schedule signing with escrow |
| <input type="checkbox"/> | Schedule final walk-through with buyer |
| <input type="checkbox"/> | Arrange for closing gift |
| <input type="checkbox"/> | Review HUD settlement statement for closing accuracy |
| <input type="checkbox"/> | Attend closing (signing) |
| <input type="checkbox"/> | Arrange for key pick-up / drop-off |
| <input type="checkbox"/> | Post SOLD on social media outlets |
| <input type="checkbox"/> | Update your CRM (set follow ups 30, 90, 180, 365) |
| | Add to excel tracking sheet |

This is available to you for customization; reach out to office and they will attach this to your agent file for easy access.