



CLOSER: _____ LOCATION: _____

PHONE: _____ EMAIL: _____ @us-title.com

LISTING AGENT: _____ COMPANY: _____

PHONE: _____ EMAIL: _____

ADDRESS: _____ MLS# _____

SALE PRICE: _____ ACCEPTANCE DEADLINE DATE: _____ LOAN COMMITMENT: _____

CLOSING DATE: _____ TIME: _____ POSSESSION DATE: _____

SELLING AGENT: _____ COMPANY: _____

PHONE: _____ EMAIL: _____

TOTAL COMMISSION: _____ % LISTING: _____ % SELLING: _____ % BONUS: \$ _____

EARNEST MONEY: \$ _____ HELD BY: _____ ADDITIONAL EM. \$ _____

SELLER INFORMATION

NAME: _____ NAME: _____ MAR. STATUS: _____

CELL PHONE: _____ CELL PHONE: _____

EMAIL: _____ EMAIL: _____

TRUSTEE ASSOC./ADDRESS: _____

TRUSTEE CONTACT: _____ PHONE: _____

LIEN HOLDER: _____ LOAN A _____

LIEN HOLDER: _____ LOAN B _____

SEWER/WATER: _____ PHONE: _____

DEADLINE DATES MET: TITLE SURVEY BUILDING MUNICIPAL

HOME PROTECTION PLAN: YES NO PAID BY: SELLER BUYER

GAS: YES NO GAS PAID BY: SELLER BUYER TERMITE: YES NO PAID BY: SELLER BUYER

OTHER: _____ PAID BY: SELLER BUYER

MUNICIPAL INSPECTION: YES NO NA FIRE INSPECTION: YES NO NA

SELLER HAS CALLED TO CANCEL UTILITIES:



MLS# _____ ADDRESS: _____

SALES PRICE: \$ _____

BUYER INFORMATION

NAME: _____ NAME: _____ MAR. STATUS: _____

CELL PHONE: _____ CELL PHONE: _____

EMAIL: _____ EMAIL: _____

LENDER: _____ PHONE: _____

LOAN OFFICER: _____ LOAN TYPE: _____

FLOOD LETTER: YES NO HOME WARRANTY \$ _____ PAID BY: SELLER BUYER

SURVEY: YES NO BOUNDARY: _____ SPOT: _____ ORDERED RECEIVED

APPRAISAL: YES NO RECEIVED: YES NO INSPECTIONS: BUILDING: YES NO TERMITE: YES NO

GAS: SELLER BUYER NA MUNICIPAL: SELLER BUYER NA

OCCUPANCY PERMIT: REQUIRED NOT REQUIRED OBTAINED

HOMEOWNER'S INSURANCE: C.L.U.E. REPORT: _____

FINAL WALK-THROUGH: _____ TIME: _____

BUYER HAS CALLED TO TRANSFER UTILITIES AND PLACED A WATER DEPOSIT, (IF NECESSARY):

OTHER DEADLINES

OTHER IMPORTANT CONTACTS

BLDG. INSPECT. DUE DATE: _____ : _____

DATE INSPECT. NOTICE SUBMITTED: _____ : _____

RESOLUTION PERIOD END DATE: _____ : _____

TITLE COMM./SURVEY DEADLINE: _____ : _____

CONDO RESALE DEADLINE: _____ : _____

HOME PROTECTION PLAN ORDERED: _____ : _____

BUYER/SELLER LETTER: _____ : _____

ADDITIONAL NOTES

CLOSING: INSPECTIONS RESOLVED: REPAIRS COMPLETE: BILLS/AMMENDMENTS TO TITLE CO.: HOMEOWNERS INSURANCE RECEIPT TO LENDER: LOAN PREDICATIONS SATISFIED:

LENDER FUNDS: WIRE: CASHIER CHECK: LOAN OFFICER AT CLOSING: WALK THROUGH COMPLETE: ARRANGEMENTS MADE FOR POSSESSION/TRANSFER OF KEYS AND GARAGE REMOTES: