



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: \$ \_\_\_\_\_

ADDITIONAL COMMISSION: BUYER PAYING \$ \_\_\_\_\_ SELLER PAYING \$ \_\_\_\_\_

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: