

TRANSACTION CHECKLIST

MLS #: _____ Transaction #: _____ Listing Price: \$ _____ List Date: ____/____/____ Expiration Date: ____/____/____

Property Address: _____ Seller(s): _____

Lockbox Ser# _____ SC: _____ Forwarding Address: _____

Listing Agent(s): _____

Listing Company: _____

Phone: _____

Selling Agent: _____ Email: _____

Selling Company: _____ Buyer(s): _____

Source of business: _____ Phone: _____

Email: _____

Referral to: _____ Amount: \$ _____ Contract Price: \$ _____ Under Contract Date: ____/____/____

Contract Close Date: ____/____/____ TRR Date: ____/____/____

AHS Contract #: _____ Earnest Money: \$ _____ Repair Cap:\$ _____ FHA/VA Repair:\$ _____

Commission: _____ % Transaction Fee: \$ _____ Appraiser: _____ Date: ____/____/____

HUD-1 Review: Agent _____ Processor _____ Conv _____ FHA _____ VA _____ Cash _____ Closing Costs: \$ _____

NEW LISTING	Done	Date	NEW LISTING	Done	Date
Disclosure of Brokerage Duties	<input type="checkbox"/>		Print MLS ALL FIELDS DETAIL SHEET	<input type="checkbox"/>	
Listing Agreement Pages 1 thru 8, MLS Data Sheet, AHS Warranty Application (even if declined) Signed by Seller	<input type="checkbox"/>		Fax to EMAR Within 3 business Days: Listing Agreement & MLS Data Sheet	<input type="checkbox"/>	
Property Disclosures, LBP Disclosure & MST Disclosure Signed	<input type="checkbox"/>		Upload to Paragon Associated Docs: Signed Property Disclosures , Ack & Conf of Disclosures, LBP Disclosures, MST Disclosure, AHS Contract Application	<input type="checkbox"/>	
Net To Seller Signed	<input type="checkbox"/>		Home Warranty Data Sheet Filled Out	<input type="checkbox"/>	
Lockbox Checked Out	<input type="checkbox"/>		Payoff Release of Financial Information Complete	<input type="checkbox"/>	
Print Garfield Co Assessors Page	<input type="checkbox"/>		Turn In For Processing Within 3 Business Days	<input type="checkbox"/>	
Print Garfield Co Treasurer Page	<input type="checkbox"/>		Home Warranty Ordered http://www.ahs.com/realestate/ Call 800-735-4663	<input type="checkbox"/>	
Upload Listing & Photos to Paragon	<input type="checkbox"/>		Listing Imported to Realeddger	<input type="checkbox"/>	

UNDER CONTRACT	Done	Date	UNDER CONTRACT	Done	Date
Lender Name and POC Name & Number	<input type="checkbox"/>		Lending Co: _____		
Contract, Financing Supplemental Agreement and MST Disclosure Sent to Lender, acknowledgement of disclosures	<input type="checkbox"/>		POC Name & #: _____		
Contract, Financing Supplemental Agreement and MST Disclosure Sent to Closing Co and / or Title Co	<input type="checkbox"/>		MST _____ Guarantee _____ Other _____		
Acknowledgement & Confirmation of Disclosures	<input type="checkbox"/>			<input type="checkbox"/>	
Disclosure of Brokerage Duties Completed	<input type="checkbox"/>		Inspections Scheduled	<input type="checkbox"/>	
Contract & Financing Supplemental Agreement and/or Counter Offer Signed	<input type="checkbox"/>		Inspections Completed	<input type="checkbox"/>	
MST Disclosure Signed by Buyer and Seller	<input type="checkbox"/>		TRR: Submitted to Seller (date req'd)	<input type="checkbox"/>	
AHS Contract Signed or Declined	<input type="checkbox"/>		Repairs/Treatments Completed	<input type="checkbox"/>	
Verify Signatures for Property Condition Disclosures & LBP Disclosures	<input type="checkbox"/>		If required: VA/FHA Final Inspection Scheduled	<input type="checkbox"/>	
Buyer Costs Sheet Signed	<input type="checkbox"/>		Obtain Closing Wiring Instructions (if required)	<input type="checkbox"/>	
Inspection Sheet Signed	<input type="checkbox"/>		Remind buyer of certified funds for closing	<input type="checkbox"/>	
Earnest Money Received (or copy of check is not PHRE listing)	<input type="checkbox"/>		Set Closing Date and Time	<input type="checkbox"/>	
Print Garfield Co Treasurer & Assessors Page (if PHRE listing, NA)	<input type="checkbox"/>		Request Authorization to Close and Deed from Title Co. (if required)	<input type="checkbox"/>	
Print MLS ALL FIELDS DETAIL SHEET (if PHRE listing, NA)	<input type="checkbox"/>		TURN IN PRE-CLOSING 2 DAYS BEFORE CLOSING for review	<input type="checkbox"/>	
MLS Change Form to UC Faxed to EMAR (date req'd)	<input type="checkbox"/>		EMAR SOLD DATA / BUYER INFO Prepared	<input type="checkbox"/>	
	<input type="checkbox"/>		Closing Acknowledgement & Release Prepared	<input type="checkbox"/>	
TURN IN FILE FOR PROCESSING w/24 Hours	<input type="checkbox"/>		EM Check Issued for Closing (if required)	<input type="checkbox"/>	
EM Check Scan Deposit / Input to REALEDDGER	<input type="checkbox"/>		Inspections & Repairs & Warranty Invoices Sent to Closing Co	<input type="checkbox"/>	
Inspection Tracking Sheet Added to File	<input type="checkbox"/>		Listing Commission & Transaction Fee Sent to Closing Co	<input type="checkbox"/>	
Home Warranty Ordered http://www.ahs.com/realestate/ Call 800-735-4663	<input type="checkbox"/>		Payoff Release of Financial Information Sent to Closing Co	<input type="checkbox"/>	

AFTER CLOSING	Done	Date	AFTER CLOSING	Done	Date
Lockbox Turned In/Taken Off Supra	<input type="checkbox"/>		Verify Signatures on Closing Documents (HUD-1, Closing Ack, Termite)	<input type="checkbox"/>	
Sign Turned-in	<input type="checkbox"/>		Referral Paid	<input type="checkbox"/>	
EMAR SOLD DATA / BUYER INFO SHEET Faxed to EMAR (date req'd)	<input type="checkbox"/>		Commission Checks Issued / Verify Trust Account Zero	<input type="checkbox"/>	
Upload Closing Docs to Network	<input type="checkbox"/>		Commission Check Scan Deposit	<input type="checkbox"/>	
Move Folder from Under Contract to Archive on Network	<input type="checkbox"/>		Home Warranty Data Uploaded to Pro Connect By Agent	<input type="checkbox"/>	