

Real Estate by Mel and Co. checklist

Real Estate

GENERAL

Earnest money amount

Listing ID

Listing type

Listing location

Listing name

Survey date

Contract date

Option period date

Closing date

Possession date

Financing date

Special provision

Objections

Exclusion

HOA(housing authority) documents

Seller-paid closing cost

Home warrant allowance

Is inspection scheduled for the buyer?

☐ ☐

Has the buyer completed loan procedures?

☐ Yes ☐ No

Is the buyer attending the closing?

☐ Yes ☐ No

Are the contract and the earnest money submitted to the title company?

☐ Yes ☐ No

Are inspections for repairs done?

☐ Yes ☐ No

Is the date for the survey finalized?

☐ Yes ☐ No

Is the date for contact finalized?

☐ Yes☐ No

Is the list of repairs submitted to the seller?

☐ Yes☐ No

Is closing time scheduled with the closing company?

☐ Yes☐ No

Is option check submitted to selling agent?

☐ Yes☐ No

Has buyer met utility concierge?

☐ Yes☐ No

Are housing authority (HOA) docs received?

☐ Yes☐ No

Is HUD received?

☐ Yes☐ No

Is credit approval received?

☐ Yes☐ No

Are you attending closing?

☐ Yes☐ No

Is a walkthrough scheduled?

Yes

No

Has the buyer brought insurance?

Yes

No

Is funding followed up?

Yes

No

Are repair receipts requested?

Yes

No

Does the buyer have a valid ID to close?

Yes

No

Agent Name

Agent Signature

SIGNATURE

Date

DATE

2017-01-01

HOME DETAILS

Confirm the home type

Brick

R/C

Condo

Apartment

WoodCabin

Factory

Store

Warehouse

Please Specify the Living Area (in Sq. Feet)

Confirm the Number of floors

☐ 1 ☐ 1.5 ☐ 2 ☐ 2.5 ☐ 3 ☐ 3.5 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8

Confirm the Number of bedrooms

Confirm the Number of W/C's

Was the Living Room in good condition

☐ Yes ☐ No ☐ NA

Was the Dining room in good condition

☐ Yes ☐ No ☐ NA

Was the Shrine Room in good condition

☐ Yes ☐ No ☐ NA

Was the Maid's Room in good condition

☐ Yes ☐ No ☐ NA

Was the Garage in good condition

Yes

No

NA

Was the Lawn well maintained

Yes

No

NA

Was the parking area in good condition

Yes

No

NA

Was the Swimming Pool maintained properly

Yes

No

NA

Was the Dry Kitchen in good condition

Yes

No

NA

HOUSE SPECIFICATIONS

Please specify the area covered

Please specify the area covered (in Acre)

Please confirm the Front Dimensions (Feet)

Please confirm the Side Dimensions

Please provide additional information, if any

textarea

LAYOUTS AND PICTURES

Provide a picture of the property

UPLOAD

Provide a picture of the Front View of the property

UPLOAD

Provide a picture of the Home View of the property

UPLOAD

PERSONAL DETAILS

Please provide the township details

Please provide your complete Address

Please confirm the house location

Main Road

Inside

Secondary

Please confirm the nature of Sale

Sell

Rent

Please specify the desired price