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

Home warrant allowance

Is inspection scheduled for the buyer?

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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?



Are inspections for repairs done?

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?
Is closing time scheduled with the closing company?
Is option check submitted to selling agent?
Has buyer met utility concierge?
Are housing authority (HOA) docs received?
Is HUD received?
Is credit approval received?
Are you attending closing?
Is a walkthrough scheduled?

Yes No
Has the buyer brought insurance?
Is funding followed up?
Are repair receipts requested?
Does the buyer have a valid ID to close?
Agent Name
Agent Signature SIGNATURE
Date
2017-01-01
HOME DETAILS
Confirm the home type Brick R/C Condo Apartment WoodCabin Factory Store Warehouse

Please S	pecify the	Living Area	(in Sq. Fe	et)
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Confirm the Number of floors



Confirm the Number of bedrooms

Confirm the Number of W/C's

Was the Living Room in good condition



Was the Dining room in good condition



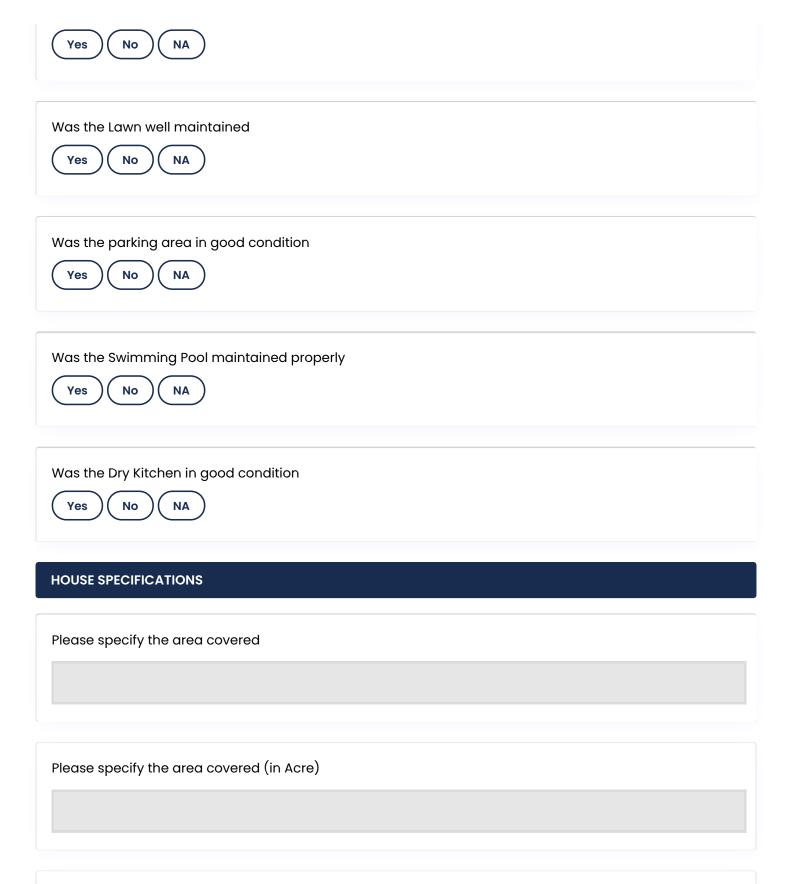
Was the Shrine Room in good condition



Was the Maid's Room in good condition

Yes No NA

Was the Garage in good condition



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