Real estate listing form checklist

Real Estate

Listing ID

Listing type

Listing location

Name

Survey date   **DATE**

2017-01-01

Contract date   **DATE**

2017-01-01

Option period date   **DATE**

2017-01-01

Closing date DATE

2017-01-01

Possession date DATE

2017-01-01

Financing date DATE

2017-01-01

Exclusion details

Home warrant allowance

HOA documents

Objections

Earnest money amount

Seller-paid closing cost

Special provision

Is the survey data set?

Yes   No

Is the delivery option given to the seller?

Yes   No

Does the seller have a valid ID to close?

Yes   No

Is the seller attending closing?

Yes   No

Is the date set for a contract?

Yes   No

Are government documents (HUD) received?

Yes   No

Is the seller notified of inspections?

Yes   No

Are you attending closing?

Yes   No

Are utilities disconnected?

Yes   No

Is the appraiser met at the property?

Yes   No

Are HOA documents received?

Yes   No

Is closing time with the title company scheduled?

Yes   No

Is a walkthrough scheduled?

Yes   No

Is credit approved?

Yes   No

Is funding followed up?

Yes No

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Is funding followed up?

Yes   No

Are provident repair receipts ready?

Yes   No

Agent name

Agent signature   SIGNATURE

Date   DATE

2017-01-01