



MARBLE CITY
REAL ESTATE GROUP

PROPERTY TRANSACTION CHECKLIST

MLS # _____ Full Address: _____

Binding Date: _____ Commission: _____ Closing Date: _____

Supra or Lock Box: _____ Square Footage: _____ Purchase Price: _____

Buyer Information

Seller Information

Buyer 1: _____

Seller 1: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Buyer 2: _____

Seller 2: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Notes: _____

Notes: _____

Outside Agent

Name: _____ Cell Number: _____

Firm: _____ Office Number: _____

Notes: _____

UNDER CONTRACT

Lender information

Name: _____ Phone: _____

Contact Person: _____ Email: _____

Purchase Price: _____ Loan Type: _____

Closing Costs Paid by: _____ Notes: _____

Email Title Company a copy of Purchase and Sale with Counters and Addendums (VA, FHA, LBP)

Property Transaction Checklist

Buyer's Closing Agency:

Name: _____
Phone: _____
Contact Person: _____
Email: _____
Address: _____
Notes: _____

Seller's Closing Agency:

Name: _____
Phone: _____
Contact Person: _____
Email: _____
Address: _____
Notes: _____

Deposit Trust Money and Send to Listing Agent and Lender Amount: _____ Due Date: _____

Deposit verification received?

INSPECTIONS

Inspection Due Date: _____ How many days: _____

Resolution Period: _____ How many days: _____

Schedule Home Inspections

Home Inspector

Termite Inspector

Other Inspector

Name: _____	Name: _____	Name: _____
Phone: _____	Phone: _____	Phone: _____
Date: _____	Date: _____	Date: _____
Time: _____	Time: _____	Time: _____
Cost: _____	Cost: _____	Cost: _____

Notify Client and Outside Agent with inspection date/s and time/s.

Purchase price change: _____ Repairs agreed date: _____

Notes: _____

IF YES: Email Lender Email Title Company

Email Termite Letter and Invoice to the Title Company

Home Warranty

Company: _____ Phone: _____

Coverage: _____ Cost and who pays: _____

Email Home Warranty Invoice to Title Company

Property Transaction Checklist

CLOSING

Time and Date: _____

Funds need to be wired? Yes No If Yes, email the Title Company

Buyer has been contacted

ALTA Checked

Final Walk-Through Date: _____ Time: _____

Notes:

Referral Yes No Name: _____

Paperwork printed and sent to the Title Company

POST CLOSING

Close/Confirm in MLS

Ask for Review

Add to CRM/Mailchimp

NOTES

