

CONTRACT CHECK LIST

FROM REAL ESTATE AGENT NAME: _____

Listing Agent or Selling Agent (please circle one)

CLOSING DATE: _____ Time: _____

PROPERTY ADDRESS/MAP: _____

COMMISSION: _____

PROCESSING FEE (if applicable): _____

CLOSING HELP: _____

Does closing help include FHA/VA Fee: Yes or No (circle one) How much: _____

REPAIRS: _____

Is this property well & Septic Yes or No (circle one)

TERMITE: _____

WARRANTY: _____

BUYER INFORMATION:

Buyer Name(s): _____

Phone No.: _____ Email: _____

Current Address: _____

First Time Home Buyer: Yes or No (circle one)

Deposit: _____ Held By: _____

New Lender Name: _____

Loan Officer Name: _____

Phone & Fax Nos: _____

Email: _____

Survey: Yes or No (circle one) Client must sign survey approval form to order survey

SELLER INFORMATION:

Seller Name(s): _____

Phone No.: _____ Email: _____

Forwarding Address: _____

1) Payoff Lender Name: _____

Account No. : _____ SS#: _____ - _____ - _____

2) Payoff Lender Name: _____

Account No. : _____ SS#: _____ - _____ - _____

HOA NAME: _____

ADDRESS: _____

CONTACT NAME: _____

PHONE AND FAX NOS.: _____

ALL WATER TESTING, HOA BILLS, WELL & SEPTIC and TERMITE REPORTS MUST BE SENT TO OUR OFFICE PRIOR TO CLOSING IN ORDER TO ENSURE THAT ALL THIRD PARTY VENDORS ARE PAID.