

Property Check List

Address: _____ City: _____ Zip: _____

Seller's Name: _____ Phone () _____

Purchase Price: \$ _____ Earnest: \$ _____

Closing by: _____ Terms: _____

Title Co.: _____

Phone (____) _____ Fax (____) _____

PRE-CLOSING

Legal Description

Title Check Date: _____ Problems? _____

Title OK

Lender Set-up Name: _____
(____) _____ Fax (____) _____

Loan Amount: _____

Termite Ordered Company: _____ Date: _____

Closing Set Date: _____ Time: _____ Place: _____

Appraisal Date: _____ Name: _____ Phone: () _____

Insurance Date Faxed: _____

Utilities: CG&E (421-9500) Date on: _____ H2O (591-7700) Date on: _____

Contractors Bid _____ Phone: (____) _____ Start Date: _____

Work Orders: (352-3271) Any ? _____

Final Inspection Date: _____ OK ? _____

Trust Agreement Trustee: _____

Deed signed in Advance ? _____

Settlement Statement Received OK? _____

Funds to Close OK

POST CLOSING

Payment Booklet OK _____ File Prepared _____ Placed in Computer _____

Corporate Resolution in File

Utilities ON ? _____

Lockbox placed Combo: _____ Where: _____

Contractors Ready ? _____

Insurance Certification Received

Sign(s) in Yard FSBO _____ L/O _____ WE BUY _____ Corner _____ Amenities _____

Ads Enquirer (421- 6300) _____ Trading Post (581-5500) _____ Local _____

Call Buyers' List

Property Info Sheet

Faxed To Sales Agent