

LISTING UNDER CONTRACT

Checklist

Property Address: _____

ACTIVITY	DUE DATE	COMPLETE (✓)
Get earnest money check and contract turned into title company	Day of Contract	
Turn in contract file to office manager	Day of Contract	
Enter contract dates into your contact management program	Day of Contract	
Order HOA documents (if necessary) or info. and payment to title	Day of Contract	
Change the status in MLS	Day of Contract	
Notify showing desk/service of status change	Day of Contract	
Notify agents with the showing appointments of status change	Day of Contract	
Send property disclosures to the buyers agent	Day of Contract	
Pick up the brochure box	1st Week after Contract	
Get payoff information from the seller	1st Week after Contract	
Put up SOLD sign	2nd Week after Contract	
Call buyer's lender	2nd Week after Contract	
Prepare for the appraisal	2nd Week after Contract	
Set the closing date and time	2nd Week after Contract	
Confirm that the inspection items are complete	1 Week before Closing	
Confirm that the seller has arranged cleaning	1 Week before Closing	
Arrange mail-out close or POA	1 Week before Closing	
Send any and all changes to lender and/or title company	1 Week before Closing	
Confirm closing time, date & place with all involved	1 Week before Closing	
Review closing figures	1-2 Days before Closing	
Will buyer be doing a walk-thru?	1-2 Days before Closing	
Remind seller to bring driver's license and cashier's check to closing	1-2 Days before Closing	
Prepare the file for closing	1-2 Days before Closing	
Pick up the sign, lockbox and interior brochure box	Day of Closing	
Turn in closed file to the office manager	Right after Closing	
Notify showing desk/service of closed status	Right after Closing	
Add seller to post-closing follow-up plan	1-2 Days after Closing	
Update seller's address in your SOLD	1-2 Days after Closing	
Call seller after move-out	3-5 Days after Closing	
Update all websites with the sale	3-5 Days after Closing	