**Core Listing Checklist Stage 4 – Escrow**

Client \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Buyer / Seller Other Agent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contract Price \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Effective Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Option Expires \_\_\_\_\_\_\_\_\_\_\_\_\_\_Financing Option Expires\_\_\_\_\_\_\_\_\_

Closing Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Possession Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Contract Completed \_\_\_\_\_\_\_\_Escrowed \_\_\_\_\_\_\_\_\_Option Money Collected

\_\_\_\_\_ Contract to office \_\_\_\_\_\_\_\_Contract to Client \_\_\_\_\_\_\_\_\_\_Contract to Lender

\_\_\_\_\_ Inspection Ordered Date/ Company/ Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_Home Warranty Ordered Date/ Company/ Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_Survey Required / Ordered Date/ Company/ Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_Appraisal Ordered\_\_\_\_\_\_\_\_\_\_Scheduled\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_HOA Docs Required / Ordered Date/ Company/ Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_HOA Docs Received and Delivered to Client

\_\_\_\_\_ Inspection Received \_\_\_\_\_\_\_\_\_Reviewed with Client \_\_\_\_\_\_\_\_\_\_Amendment Sent (date) \_\_\_\_\_

\_\_\_\_\_Walk Thru Scheduled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Completed and in file \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_Closing Scheduled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Keys Collect \_\_\_\_\_\_\_\_\_\_\_\_Gate Clicker \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_GDO Clicker \_\_\_\_\_\_\_\_\_\_\_\_\_\_Mail Box

\_\_\_\_\_Warranty Transfers for Slab, Roof, Appliances \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_Utility Letter / Information Transfer

\_\_\_\_\_Service Provider List \_\_\_\_\_\_\_\_\_\_\_\_ Rekey Reference Letter

\_\_\_\_\_Insurance Referral \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_Closing Gift \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_Closed and Funded \_\_\_\_\_\_\_\_\_Internal Paperwork \_\_\_\_\_\_\_\_\_MLS Close Out \_\_\_\_\_\_\_\_Referral Fee

\_\_\_\_\_Database Close Out \_\_\_\_\_\_\_\_Thank You Notes\_\_\_\_\_\_\_\_ Client Survey \_\_\_\_\_\_\_\_\_\_\_\_Referrals Ask

\_\_\_\_\_Sign Collected \_\_\_\_\_\_\_\_\_Lock Box \_\_\_\_\_\_\_\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_Post Closing / Database Plan Assigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_