

LISTING-UNDER-CONTRACT CHECKLIST

Activity	Due Date	√ When Complete
Get the earnest money check	Day of Contract	
Turn in contract file to office manager	Day of Contract	
Enter contract dates into your contract manager program	Day of Contract	
Order title work and HOA documents	Day of Contract	
Change the status in the MLS	Day of Contract	
Notify showing desk/showing service of status change	Day of Contract	
Notify agents with showing appointments of status change	Day of Contract	
Send property disclosures to the buyer agent	Day of Contract	
Call buyer's lender and introduce yourself	1 st Week after Contract	
Pick up the brochure box	1 st Week after Contract	
Get payoff information from seller	1 st Week after Contract	
Property disclosures returned from buyer with signature?	1 st Week after Contract	
Put up SOLD sign	2 nd Week after Contract	
Call buyer's lender	2 nd Week after Contract	
Prepare for the appraisal	2 nd Week after Contract	
Set the closing	2 nd Week after Contract	
Confirm that the inspection items are complete	1 Week before Closing	
Confirm that seller has arranged cleaning	1 Week before Closing	
Arrange mail-out close or POA	1 Week before Closing	
Send any changes to lender and/or title company	1 Week before Closing	
Is the buyer doing a walk-thru?	1 Week before Closing	
Confirm closing time, date & place with all parties	1 Week before Closing	
Review closing figures	1-2 Days before Closing	
Remind seller to bring driver's license to closing	1-2 Days before Closing	
Order earnest money check from office manager	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 office manager	Right after Closing	
Notify showing desk/showing 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 SOI	1-2 Days after Closing	
Call seller after move-out	3-5 Days after Closing	
Update websites with sale	3-5 Days after Closing	

