

Progress Checklist

Buyer: _____ Seller: _____ Agent: _____ MLS# _____
 Property Address: _____ List Price: _____ Sale Price: _____

	<u>Date Due</u>	<u>Date Completed</u>
1. Date of Mutual Acceptance	_____	_____
2. Form 17 Due to Buyer	_____	_____
3. Complete Transaction Cover Sheet	_____	_____
4. Turn In Transaction to Office	_____	_____
5. Earnest Money Deposited	_____	_____
6. Earnest Money Deferred	_____	_____
7. Form 17 Response	_____	_____
8. Waiver of form 17 (Seller Disclosure)	_____	_____
9. Waiver of Preliminary Title	_____	_____
10. Pre-Qual/Pre-Approval Letter Due	_____	_____
11. Loan Application	_____	_____
12. Ordered/Faxed to Title Company	_____	_____
13. Faxed Escrow Company	_____	_____
14. Home Inspection-Buyer Response	_____	_____
15. Home Inspection-Seller Response	_____	_____
16. Negotiate Inspection	_____	_____
17. Sold Strip Hung	_____	_____
18. Removal of Building Inspection	_____	_____
19. Removal of Buyer's Home Contingency	_____	_____
20. Removal of Financing Contingency	_____	_____
21. Resale Certificate Due/Review	_____	_____
22. Closing Date	_____	_____
23. Possession Date & Time	_____	_____
24. Earnest Money Released to Seller	_____	_____
25. Neighborhood Review	_____	_____
26. Removal of Insurance Contingency	_____	_____
27. Insurance Application	_____	_____
28. Appraisal Ordered/Completes	_____	_____
29. Resale Certificate Received	_____	_____
30. Resale Certificate Response	_____	_____
31. Final Walk Thru	_____	_____
32. Commission Disbursement	_____	_____
33. Review HUD Settlement	_____	_____
34. Signing Schedule	_____	_____
35. Order Sign Down	_____	_____
36. Key Exchange	_____	_____
37. Remove Keybox	_____	_____
Closing Date:		
38. Possession Date	_____	_____
39. Recorder-Notify Client	_____	_____
40. File Settlement Statement File	_____	_____
41. Closing Gifts Completed	_____	_____
42. Referral Gifts Completed	_____	_____
43. _____	_____	_____

MLS Status Change: STI _____ PENDING _____ SOLD _____

Listing Agent: _____ Selling Agent: _____