

Transaction Coordinator Checklist

Property Address: _____

Contract Date: _____

Sales Price: _____

Seller: _____

Seller's Email: _____

Seller's Phone: _____

Listing Agent: _____

Agent's Email: _____

Agent's Phone: _____

Buyer: _____

Buyer's Email: _____

Buyer's Phone: _____

Selling Agent: _____

Agent's Email: _____

Agent's Phone: _____

Earnest Money Due: _____

Amount: _____

Held: _____

Received? Date: _____

Receipt sent to co-op agent?

Seller notified of receipt?

Lender: _____

Bank: _____

Loan Type: _____

Loan Due: _____

Loan CTC?

Disclosures signed?

Home inspection scheduled? Due: _____

Agreement reached?

Receipts?

Appraisal ordered?

Due _____

Appraisal complete?

Appraised?

Title Co: _____

Closing Date: _____ Time: _____

Location: _____

Commission information sent?

Settlement statement received?

EMD check requested?

Notes:

Purchase Contract Add'l Conditions

Consumer Guide Agent Disclosures

Seller's Disclosure Extension Change

Final Walk-Thru Date: _____ Time: _____

Final Acceptance & Waiver signed?



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