



Property Address: _____

Client: _____ Buyer Seller

Phone: _____ Email(s): _____

Preferred method of contact: Phone Email

LISTING REPRESENTATION

NEW LISTING CHECKLIST

- TAR Listing Agreement (signed & dated by both agent & seller)
- Expiration Date: _____
- Completed & Signed Sellers Disclosure
- Does Seller have an existing survey? Yes – Need T-47 signed and notarized No
- Comparable Market Analysis (CMA)
- Signed Information About Brokerage Services
- Completed & Signed Disclosure of Relationship with Residential Service Co
- Any additional notices/disclosures as needed (ex. Lead Based Paint, Onsite Sewer Facility, etc.)
- Net Sheet to Seller
- County Appraisal District Tax Report printout
- Completed Mortgage Information Request (if there is an existing loan)
- Completed "Personal Information" for Seller
- Signed HOA Request Letter and Subdivision Information & Resale Certificate form
- Home Warranty for listing option discussed with and signed by the Seller.

ADVERTISING

- Digital Photos Taken
- MLS Date complete with measurements
- Set up in CSS
- Lockbox placed on property Date: _____ Serial #: _____ CBS#: _____
- Sign placed on property after the entry into MLS
- Upload Seller's Disclosure to MLS
- Upload Survey to MLS
- Ads written and placed (Trulia, Zillow, Realtor.com, Craigslist, etc)
- Flyers Printed
- Open House Date: _____ Date: _____ Date: _____
- Virtual Tour
- Printed Material for Farming (i.e. Just Listed Cards)
- Realtor Open House
- Update Seller Weekly Date: _____ Date: _____ Date: _____

BUYER REPRESENTATION

NEW BUYER CHECKLIST

- Information on Brokerage Services signed & dated.
- Buyer/Tenant Rep Agreement Signed. Expiration Date: _____
- Additional Forms/Notices (Home Inspection, Notice to Buyer, Info on Property Insurance, etc)
- Buyer Profile Sheet

CONTRACT RECEIVED

Completion Date

- | | |
|--|-------|
| <input type="checkbox"/> Signed & Executed Contract Effective Date: _____ | _____ |
| <input type="checkbox"/> Closing Date: _____ | _____ |
| <input type="checkbox"/> Earnest Money Delivered | _____ |
| <input type="checkbox"/> Option Fee Expiration Date: _____ | _____ |
| <input type="checkbox"/> Signed Seller's Disclosures Due Date: _____ | _____ |
| <input type="checkbox"/> Inspections Complete (home, septic, termite, etc) | _____ |
| <input type="checkbox"/> Amendment and/or Repairs Amendment Delivered | _____ |
| <input type="checkbox"/> Addendum Signed and Delivered (Lead, Non Realty Items, etc) | _____ |
| <input type="checkbox"/> Title Commitment Delivered from Title Company | _____ |
| <input type="checkbox"/> Residential Service Contract Ordered | _____ |
| <input type="checkbox"/> Subdivision Information & Resale Certificate | _____ |
| <input type="checkbox"/> HOA Name: _____ | _____ |
| <input type="checkbox"/> Financing Approval Due Date: _____ | _____ |
| <input type="checkbox"/> Appraisal Ordered | _____ |
| <input type="checkbox"/> Survey Ordered (if applicable) | _____ |
| <input type="checkbox"/> Buyer to Acquire Home Owner's Insurance | _____ |
| <input type="checkbox"/> Buyer Walk Thru Completed | _____ |
| <input type="checkbox"/> Closed and funded! | _____ |

MORTGAGE COMPANY

Loan Officer: _____ Phone: _____

Email: _____

TITLE COMPANY

Escrow Officer: _____ Phone: _____

Email: _____

INSPECTION COMPANY

Inspector: _____ Phone: _____

Email: _____

Please note that the information provided herein by Trinity Title of Texas LLC is based on information provided by third-parties and all such information is neither warranted or guaranteed by Trinity Title of Texas LLC or any other party and may be subject to other terms, conditions, and stipulations. Trinity Title of Texas LLC assumes no responsibility for the accuracy, relevance, timeliness, correctness or completeness of the information presented herein and any and all information is not intended nor should it be construed as legal or financial advice to any parties.