

TRANSACTION CHECKLIST

PROPERTY ADDRESS _____ ZIP CODE _____
CENTURY 21 ABILITY REALTY AGENT(S) NAME _____
LISTING PRICE _____ SELLING PRICE _____
FINANCED: FHA _____ VA _____ NCONV _____ CASH _____ CTL _____ CARRY _____
COPY OF LISTING IS: ATTACHED _____ IN FILE _____ CONTINGENCY SALE: YES _____ NO _____
CAPA: YES _____ NO _____

ESCROW INFORMATION

ESCROW NUMBER _____ ESCROW OFFICER _____
COMPANY NAME _____ PHONE _____
ADDRESS _____ ZIP _____ FAX _____

CO-OP REAL ESTATE COMPANY (IF NOT OURS)

COMPANY NAME _____ AGENT NAME _____
ADDRESS _____ ZIP _____ PHONE (O) _____ (H) _____
TOTAL COMMISSION ____% CENTURY 21 ABILITY COMMISSION ____% FAX _____ CELL _____

HOME WARRANTY

ACCEPTED BY _____ REJECTED BY _____ NEW CONSTRUCTION _____
CALLED IN _____ MAILED _____ COMPANY _____ CONFIRM.# _____

MORTGAGE COMPANY INFORMATION

COMPANY NAME _____ LOAN OFFICER _____
ADDRESS _____ ZIP _____ PHONE _____
PROCESSOR _____ FAX _____ CELL _____

FULL NAME OF SELLER _____ PH# _____ FULL NAME OF BUYER _____ PH# _____

FINAL CONTRACT DATE _____

CLOSING DATE _____ IS THIS A REFERRAL? YES _____ NO _____

Sale was the result of: Call on Sign _____ Advertising -Flyer/Card/Mail out _____
Phone Book _____ Homes Mag. _____
Internet _____ Other _____ Tube _____
(describe) _____

SUBDIVIDED Y ___ N ___ (if no, check to see if state form "Affidavit of Disclosure" is required)

Office / Agent Use:

Preliminary Title Report: Received: _____ Reviewed _____

Termite Inspection: Date _____ Company: _____

Property Inspection: Date _____ Company: _____

Appraisal in: _____ Insurance: _____ Company: _____

Referral: C21 _____ Outside _____ In House _____ PM _____ LM _____

Thank You Letter Sent (Buyer/Seller) _____ Closing Letter Sent (Buyer/Seller) _____

In File:

Agency- Pool- Superfund- CLUE-
Escrow- Septic- HPP- Buyer's Insp. Notice-
LBP- Flood- SPDS- Military Airport-

Utilities*- *Electric, Gas, Water, Sewer, Garbage, Fire Protection.

HOA-

2000-1DOC 4/06