## TRANSACTION CHECKLIST

CENTURY 21 ABILITY REALTY AGENT(S) NAME		ZIP CODE
LISTING PRICE	SELLING PRICE	
LISTING PRICE FINANCED: FHA VA NCONV	CASH CTL	CARRY
COPY OF LISTING IS: ATTACHED IN FILE	CONTINGENCY SALE: Y	YES NO
ESCHOW INC		YES NO
ESCROW INF		
COMPANY NAME	ESCROW OFFICER	PHONE
COMPANY NAMEADDRESS	ZIP	FAX
CO-OP REAL ESTATE CO	MPANY (IF NOT OUR	RS)
COMPANY NAMEZIP	AGENT NAME	
ADDRESSZIP	PHONE (O)	(H)
TOTAL COMMISSION% CENTURY 21 ABILITY COMMI	SSION% FAX	CELL
HOLD WA		
HOME WA		V CONCEDUCTION
ACCEPTED BY REJECTED BY CALLED IN MAILED COMPANY	NEV	V CONSTRUCTION
CALLED IN WAILED COMPANY	CON	IFIRWI.#
MORTGAGE COM	PANY INFORMATIO	v
COMPANY NAME		
ADDRESS	ZIP	PHONE
PROCESSOR	FAX	CELL
EUL NAME OF OFFICE		
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 Advertisi		
Diseas Deal House N	ng –Fiyer/Card/Maii out	
Phone Book Homes N	lag	
Phone Book Homes M Internet Other	lag Tube	
Phone Book Homes M Internet Other (describe)	lag Tube	
Phone Book Homes M Internet Other	lag Tube	
Phone Book Homes M Internet Other (describe)  SUBDIVIDED Y N (if no, check to see if state for Office/Agent Use:	lag Tube m "Affidavit of Disclosure"	
Phone Book Homes M Internet Other (describe)  SUBDIVIDED Y N (if no, check to see if state for	lag Tube m "Affidavit of Disclosure"	
Phone Book Homes M Internet Other (describe)  SUBDIVIDED Y N (if no, check to see if state for Office/Agent Use:	lag Tube  m "Affidavit of Disclosure"  Reviewed	is required)
Phone Book Homes Mother (describe)  SUBDIVIDED Y N (if no, check to see if state for Office/Agent Use:  Preliminary Title Report: Received: Company:	lag Tube  m "Affidavit of Disclosure"  Reviewed	is required)
Phone Book Internet Other (describe)  SUBDIVIDED Y N (if no, check to see if state for Office/Agent Use:  Preliminary Title Report: Received:  Termite Inspection: Date Company:  Property Inspection: Date Company:	lag Tube m "Affidavit of Disclosure" Reviewed	is required)
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Phone Book Internet Other (describe)  SUBDIVIDED Y N (if no, check to see if state for Office/Agent Use: Preliminary Title Report: Received:  Termite Inspection: Date Company: Property Inspection: Date Company: Appraisal in: Insurance: Company: Referral: C21 Outside In House For Thank You Letter Sent (Buyer/Seller)  In File: Agency- Pool- Escrow- Septic-	Tube  m "Affidavit of Disclosure"  Reviewed  PM LM  Closing Letter Sent (Buye Superfund-HPP-	r/Seller)CLUE-Buyer's Insp.Notice-
Phone Book Internet Other (describe)  SUBDIVIDED Y N (if no, check to see if state for Office/Agent Use: Preliminary Title Report: Received:  Termite Inspection: Date Company: Property Inspection: Date Company: Appraisal in: Insurance: Company: Referral: C21 Outside In House For Thank You Letter Sent (Buyer/Seller)  In File: Agency- Pool- Escrow- Septic- LBP- Flood-	Tube  m "Affidavit of Disclosure"  Reviewed  LM  Closing Letter Sent (Buye Superfund-HPP-SPDS-	r/Seller)
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Phone Book Internet (describe)  SUBDIVIDED Y N (if no, check to see if state for Office/Agent Use: Preliminary Title Report: Received:  Termite Inspection: Date Company: Property Inspection: Date Company: Appraisal in: Insurance: Company: Referral: C21 Outside In House F Thank You Letter Sent (Buyer/Seller) In File: Agency- Pool- Escrow- Septic- LBP- Flood- Utilities*- *Electric, Gas, Water, Sewer, Garbage, Fire P	Tube  m "Affidavit of Disclosure"  Reviewed  LM  Closing Letter Sent (Buye Superfund-HPP-SPDS-	r/Seller) CLUE- Buyer's Insp.Notice- Military Airport-