

SOLD FOLLOW UP**Property Address:**

ITEM	DATE COMPLETED	COMMENTS
Set up sold file in Database		
Seller Disclosure signed by buyer		
Update CMLS to CTS		
Add Sale to LLSALES		
Binder, Disclosures, Mortgage Pre-Approval, CMLS Listing, Listing Agreement, Field Card to Attorneys		
Duplicate above + Greensheet to MCA		
Resale Documents ordered (if condo)		
Inspection Scheduled		
Appraisal Scheduled		
Contracts Signed by Buyer Contracts Fully Executed (Signed by Seller)		
Mortgage Contingency Satisfied		
Home Warranty Requested for Buyer Send Copy of Home Warranty Invoice to Atty		
When Contracts signed, update MLS & GRW to PENDING.		
Put up SOLD sign & Take Picture for Cutting Brd		
Call Atty to find out Closing Date & to touch base		
Notify MCA to send bill to atty.		
Sign Off – Lockbox Off		
Schedule Walk Thru		
CMLS & GRW update to Sold		
Update Database to Sold		
FU in LL calendar, 3 days, 3 wks, 3 mths, 1 year		
Change address in Database of Buyer Change address in Database of Seller		
Commission Check to Received from Closing		
Commission Check to MCA		

