



SELLING AGENT CHECKLIST
Property Address

BUYER(S) NAME: _____

ADDRESS _____

Phone # _____ Mobile Phone # _____

E-Mail _____

Price Range \$ _____ to \$ _____

Neighborhood: _____

Bedrooms _____ # of Baths: _____

Lender Information:

Loan Officer's Name _____

Company _____

Phone # _____

Fax # _____

E-Mail _____

Properties Toured

Order of Preference

Property #1	_____	_____
Property #2	_____	_____
Property #3	_____	_____
Property #4	_____	_____
Property #5	_____	_____

CONTRACT OFFER MADE DATE: _____

ADDRESS: _____

SALES PRICE: _____

TERMITE: yes/no WHO ORDERS: Buyer/Seller

HOME WARRANTY: yes/no

Company: _____

CONTRACT RATIFIED DATE: _____

Send Contract to Lighthouse Title

Branch: _____

Arlington (703) 465-8002 **Fairfax** (703) 359-0400 **McLean** (703) 847-0600 **Woodbridge** (703)490-9519

Processor _____

Phone # _____

Fax # _____

E-Mail _____

Call Lighthouse Title for Rate Estimate

Termite Inspection:

Ordered _____

Company Name _____

Phone # _____

Inspection Date _____

Cost \$ _____

Treatment Necessary? YES NO

IF YES: Company to do treatment _____

Treatment performed _____

Cost of Treatment \$ _____

HOME INSPECTION

Contingency Deadlines: Inspection _____ List of Deficiencies/ Report to Seller _____

Company Name _____

Address _____

Phone # _____

Inspection Date _____ Report Received _____

Report Reviewed _____

List of Deficiencies/Report to Seller _____

Response _____

Response _____

Response _____

Lender Good Faith Estimate of Closing Cost Received _____

Hazard Insurance Arranged:

Company: _____

Provided to Lender _____

Provided to Lighthouse _____

Fax # _____

Pay for Policy _____ Prior to closing _____ at Closing

LOAN APPROVED

Terms: _____

Rate: _____

Fixed? Yes/No

ARM TERMS _____

Points: _____

Walk-Through: Date: _____ Time: _____

Settlement

Date: _____ Time: _____

Location: _____

RENT BACK:

Agreement Signed: _____ Rent Back Through: _____

Rent Back Per Diem (Buyer's PITI + HOA/Condo) _____ Per Diem \$ _____

Security Deposit \$ _____ Held by: _____