



**LISTING AGENT CHECKLIST**

**PROPERTY ADDRESS**

\_\_\_\_\_  
\_\_\_\_\_

SELLER(S) NAME  
ADDRESS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE #  
MOBILE PHONE  
E-MAIL

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LIST PRICE

\_\_\_\_\_

CONTRACT OFFERS RECEIVED:

OFFER #1  
OFFER #2  
OFFER #3  
OFFER #4  
OFFER #5

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONTRACT RATIFIED

DATE: \_\_\_\_\_

Send Contract to Lighthouse Title

Branch : \_\_\_\_\_

Arlington Fax # (703) 465-8003    Fairfax Fax # (703) 359-0400    McLean Fax # (703) 847-0600  
Woodbridge Fax # (703) 490-3701

Processor  
Phone #  
Fax #

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TERMITE INSPECTION

Ordered  
Company  
Phone #  
Inspection Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cost \_\_\_\_\_

10600 Arrowhead Drive • Suite 150 • Fairfax, VA 22030 • 703-359-0400 • FAX 703-359-0618  
4620 Lee Highway • Suite 215 • Arlington, VA 22207 • 703-465-8002 • FAX 703-465-8003  
1320 Old Chain Bridge Road • Suite 415 • McLean, VA 22101 • 703-847-0600 • FAX 703-848-9814  
1308 Devil's Reach Road • Suite 201 • Woodbridge, VA 22192 • 703-490-9519 • 703-490-3701

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 \_\_\_\_\_

Compnay \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Date of Inspection \_\_\_\_\_

Report Received \_\_\_\_\_

Report Reviewed \_\_\_\_\_

List of Deficiencies/ \_\_\_\_\_

Report Sent to Seller \_\_\_\_\_

Response \_\_\_\_\_

Response \_\_\_\_\_

Response \_\_\_\_\_

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 \_\_\_\_\_