

<b>PROPERTY ADDRESS</b>				
<b>CLIENT'S NAMES</b>				
<b>POC CLIENT NAME</b>			<b>LISTING OR BUYER AGENT</b>	
<b>POC CLIENT PHONE</b>			PHONE NUMBER	
<b>POC CLIENT EMAIL</b>			EMAIL	
			BROKERAGE	
	<b>DUE DATE</b>	√	<b>LOAN OFFICER</b>	
<b>EXEC. CONTRACT</b>			COMPANY NAME	
<b>VERIFY OWNERS</b>			PHONE NUMBER	
<b>PREAPPROVAL LETTER</b>			EMAIL	
<b>PROOF OF FUNDS</b>			<b>PREAPPROVAL AMOUNT</b>	
<b>SELLER DISCLOSURE</b>			LOAN TYPE	
<b>ADDENDUM #1</b>			DOWN PAYMENT	
<b>ADDENDUM #2</b>			<b>TITLE COMPANY</b>	
<b>ADDENDUM #3</b>			CLOSER NAME	
<b>INSPECTION</b>			PHONE NUMBER	
<b>EMD - \$</b>			EMAIL	
<b>EMD #2- \$</b>			<b>ESCROW COMPANY</b>	
<b>EMD LETTER</b>			PHONE NUMBER	
<b>HOA DOCS DISTRIBUTED</b>			EMAIL	
<b>HOA APPLICATITON</b>			<b>HOA POC</b>	
<b>HOA INTERVIEW</b>			HOA PHONE NUMBER	
<b>HOA COA</b>			<b>INSPECTOR NAME</b>	
<b>LOAN APPLICATION</b>			PHONE NUMBER	
<b>DISCLOSURES</b>				
<b>LOAN APPROVAL</b>			<b>LISTING ONLY</b>	
<b>APPRAISAL</b>				<b>DUE DATE</b> √
<b>TITLE POLICY</b>			CMA	
<b>NO OPEN PERMITS</b>			MLS ENTRY FORM	
<b>INFO EMAIL</b>			SELLER PREP FLYER	
<b>GIFT</b>			LISTING CONTRACT	
<b>BUYER CD SIGNED</b>			SELLER'S DISCLOSURE	
<b>ALTA</b>			HOA RIDER	
<b>FINAL WALK-THRU</b>			LEAD PAINT RIDER	
<b>LOCKBOX REMOVED</b>			HOA POC/INFO	
<b>SIGN REMOVED</b>			PICTURES	
<b>KEYS DISTRIBUTED</b>			ADD SIGN	
<b>CLOSE LISTING ON MLS</b>			ADD LOCKBOX	
<b>CLIENT FOLLOW UP</b>			ADD LISTING TO MLS	
			ADD ALL DOCS TO MLS	