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All forms can be changed and modified to fit your individual personality and needs!

Closing Information

Closing Date: _____ Time: _____

Critical To-Do Items Prior to Closing:

Contract to buyer/seller; Change MLS status; Schedule Closing

Property: _____
Subdivision: _____ Lot# _____ Area: _____ Combo: _____

Client Name: _____
Address: _____
Home #: _____ Wk #: _____ Mobil #: _____
Email: _____
Seller/Buyer Name: _____ Email: _____

Seller/Buyer Agent: _____
Firm: _____
Wk #: _____ Mobil #: _____
Fax #: _____ Email: _____
Assistant: _____ Wk #: _____
Fax #: _____ E-mail: _____

Inspection By: _____
Date/Time: _____ Price: _____
Wk#: _____ Mobil #: _____
 Seller Notified Report to Seller by: _____
 Buyer Notified Response to Buyer by: _____
Pay for: At time of inspection At closing
 Repairs Done Reinspection _____ Receipts

Lender Firm: _____
Contact: _____
Wk #: _____ Mobil #: _____
Fax # _____ Email: _____
 Fax Contract Pre-qualification Letter
 Commit. Ltr by: _____ FHA/VA
Home Owner Insurance: _____
Contact: _____ Wk #: _____

Well/Septic: _____
Date/Time: _____ Price: _____
Wk#: _____ Mobil #: _____
Results: _____ Seller Notified
 Report to Seller Well Treated New Test
Other Inspections:
 Radon Structural

Attorney: _____
Assistant: _____
Wk#: _____ Fax #: _____
Email: _____
 Faxed contract/Info Sheet to Attorney
 Attend Closing? Seller Info Faxed Deed Prep?
 Fax Repair Receipts Inspection Receipts

Termite: _____
Date/Time: _____ Price: _____
Wk# _____ Mobil # _____ Results: _____
 Seller Notified Report to Seller
 Faxed to Attorney Seller has Contract
 Pay at closing

Title insurance _____
Final Walk-Thru: _____ @ _____
 Seller Notified
 Have Survey? Want new Survey? Covenants

Sales Price: _____ Closing Cost: _____
Earnest Money: _____ Contingent?
 Removed Warranty?
Confirmation #: _____
Commission: _____
Personal Property _____ Karen Sladick



Critical To-do Items After Closing: _____ Workplace Productivity Trainer
Change MLS Status, Turn in HUD-1; Thank you note and gift 205.907.5170

Buyer's Moving Checklist

Send change of address cards to

- Post Office
- Charge accounts
- Subscriptions
- Friends
- Relatives
- Make arrangements with moving company

Disconnect utilities, get refund for any deposits made, and advise where final bills are to be sent

- Electric
- Water/Sewer
- Gas
- Telephone
- Fuel
- Garbage removal
- Cable TV

Cancel Deliveries

- Magazines
- Newspapers

Transfer Bank Accounts

- Checking
- Savings
- Safe deposit box
- Have bank recommend affiliate in new city

Transfer Memberships

- Church
- Clubs
- Civic organizations

Notify Insurance Companies

- Health
- Auto
- Home Owners
- Check with Insurance Agent on coverage of life, car, and household goods in route to new home

Obtain school records for children

Obtain birth & Baptismal records for all family members

Obtain legal records

Check to see if your Will must be rewritten

Obtain Medical Records

- General practitioner
- Dentist
- Optometrist
- Other Doctors

Have drug prescriptions refilled

Have car tuned up for trip

Other:

Note: Some items may not be applicable.