

Seller Transaction Chart

Name: _____
Phone: _____
Agent: _____

Report ordered: _____
Received: _____
Report ordered: _____
Received: _____

City permits/ files checked: _____
CMA completed: _____
CMA presented: _____

Disclosures delivered: _____
Received: _____

Listing contract signed: _____
HOA received: _____
Sign installed: _____

Request for repairs received: _____
Counteroffer delivered: _____

New photos taken: _____
Added to MLS: _____
Caravan request faxed: _____

Repairs started: _____
Completed: _____
Started: _____
Completed: _____
Started: _____
Completed: _____

Offer received: _____
Counteroffer One delivered: _____
Received: _____
Counteroffer Two delivered: _____

Home Warranty Ordered: _____
Confirmation#: _____
Copy given to buyer: _____

Final acceptance: _____
Projected closing date: _____

Escrow title papers received: _____
Estimated closing costs received: _____

Contact Loan Officer: _____

Papers read, signed, returned to escrow _____
Confirm closing w/ escrow: _____

MLS info changed: _____

Escrow opened: _____
Check delivered to escrow: _____

Buyer's final walk through: _____
Utilities changed: _____

Escrow #: _____
Check receipt received: _____
'In Escrow' sign installed: _____

Keys/garage opener/info passed: _____

Termite inspection ordered: _____
Received: _____
Roof inspection ordered: _____
Received: _____

Projected closing date: _____
Official closing date: _____

Sign/LBX removed: _____
MLS info changed: _____