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##  **Property Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Purchase Price: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Closing Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

## **Apartment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Contact Information | Closing Check List |
|  |  |  |  |  |  |  |
| **Name of Seller \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Fax #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Complete****[ ]** | **Brokerage Agreement** | N/A**[ ]** | **Date****\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Name of Buyer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Fax #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **[ ]** | **Representation Disclosure** | **[ ]** | **\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Buyers Attorney \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Fax #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **[ ]** | **Offer Tendered to Seller** | **[ ]** | **\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Mortgage Broker \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Fax #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **[ ]** | **Offer Accepted by Seller** | **[ ]** | **\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Managing Agent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Fax #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **[ ]** | **Set-Up Sent to Attorneys** | **[ ]** | **\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Title Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Fax #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **[ ]** | **Contract Sent Out** | **[ ]** | **\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Co-Broker \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Fax #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **[ ]** | **Meeting Applied For** | **[ ]** | **\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Fax #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **[ ]** | **Meeting Commitment Received** | **[ ]** | **\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Fax #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **[ ]** | **Board Package Submitted** | **[ ]** | **\_\_\_\_\_\_\_\_\_\_\_\_** |
| NOTES |  |  | **[ ]** | **Board Interview Scheduled** | **[ ]** | **\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |  | **[ ]** | **Board Approval Received** | **[ ]** | **\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |  | **[ ]** | **Closing Scheduled** | **[ ]** | **\_\_\_\_\_\_\_\_\_\_\_\_** |