

Transaction / Crest Checklist

MLS# \_\_\_\_\_

Those items marked in Red are required. Hand this form in with commission bill.

Property Street/City/Zip \_\_\_\_\_

Selling Office/Agent/Vox/Fax: \_\_\_\_\_

Listing Office/Agent/Vox/Fax: \_\_\_\_\_

List Date \_\_\_\_\_ List Expiry \_\_\_\_\_ Extension to \_\_\_\_\_

Buyer \_\_\_\_\_ Email/Phone \_\_\_\_\_

Seller \_\_\_\_\_ Email/Phone \_\_\_\_\_

Offer \_\_\_\_\_ Date \_\_\_\_\_ Counter \_\_\_\_\_ Date \_\_\_\_\_

Counter \_\_\_\_\_ Date \_\_\_\_\_ Counter \_\_\_\_\_ Date \_\_\_\_\_

Binder Contract date \_\_\_\_\_ Escrow Deposit Date \_\_\_\_\_

Lead disc. date \_\_\_\_\_ Agency Disc. date \_\_\_\_\_ Prop. Disc. Date \_\_\_\_\_

Home Inspector \_\_\_\_\_ Inspection Date/Time \_\_\_\_\_

Inspection results/disposition: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Cont'd page 2)

Buyer Atty. \_\_\_\_\_ Vox/Fax: \_\_\_\_\_

Seller Atty. \_\_\_\_\_ Vox/Fax: \_\_\_\_\_

Formal Contract date (Fully executed) \_\_\_\_\_ Lender \_\_\_\_\_

Loan Officer/Tel/Fax \_\_\_\_\_

Date Applied \_\_\_\_\_ Commitment date \_\_\_\_\_

Title received \_\_\_\_\_ Fuel adjustments and utility transfer done \_\_\_\_\_

Walkthrough done \_\_\_\_\_

Proposed Closing date/location \_\_\_\_\_/\_\_\_\_\_

Closing date/sale price/time/location \_\_\_\_\_/\_\_\_\_\_

C21 Gross Comm \$ \_\_\_\_\_ Referral Info \$ \_\_\_\_\_ To \_\_\_\_\_

Act in Crest \_\_\_\_\_/\_\_\_\_\_ Closed in Crest \_\_\_\_\_/\_\_\_\_\_