



Property Address: _____ **Seller:** _____

Buyer: _____ **Listing Agent:** _____

Mutual Date: _____ **Closing Date:** _____

- Confirm mutual acceptance with listing agent by email
- Save mutual acceptance confirmation PDF for seller file
- Send copy of paperwork to seller
- Print NWMLS listing PDF
- Form 17 received from listing agent on: _____
- Form 17 signed & acknowledged by buyer on: _____
- Earnest Money received from buyer
- Send Earnest Money check to Escrow
- Earnest Money receipt received from Escrow
- Send purchase contract to lender
- Send purchase contract to Escrow
- Verify CO alarms are installed on property
- Schedule inspection, if applicable. Inspection date/time: _____
- Confirm inspection schedule with all parties
- Create buyer transaction calendar and sent to buyer
- Add timelines/deadlines to Google Transaction Calendar
- Create purchase documents folder on computer for transaction paperwork
- Upload purchase documents to Transaction Desk for review
- Complete Greensheet at greensheet.kw.com
- Install Sold Strip on sign, if applicable

Pre-closing:

- Forward utilities contact information to buyer
- Schedule final walk-through
- Request copy of Settlement Statement from Escrow and review (typically 1-2 days before closing)
- Arrange key exchange with listing agent for closing day (house keys, mailbox keys, remotes, etc.)
- Confirm buyer signing appointment with Escrow (will usually be scheduled directly with buyer)

Post-closing:

- Update buyer's new address in database
- Add buyer to 33 Touch marketing campaign

Paperwork required for transaction in Transaction Desk:

- Fully completed Purchase and Sale Agreement (Form 21 or 28)
- Form 17 signed by buyer
- Earnest Money receipt from Escrow
- Copy of Mutual Acceptance email
- MLS Printout (from Matrix)
- Form 35R, if purchase had inspection contingency
- FOR CONDO: Copy of Resale Certificate signed by buyer and seller
- Buyer Disclosure (office document)
- Guide to Obtaining a Home Inspection (office document)
- Inspector Referral (Form 41D) signed, even if they used their own inspector