PENDING TO CLOSING WORKSHEET

MLS#_____ADDRESS_____PRICE_____
Legal descrp_____
Client(s) #s_____
Client e-mail_____Other party (names)_____LBx Code_____
Other Agent #s, e-mail_____
Title Co Contact & GF#_____
Lender Contact _____

Pended in Office_____
Pended in MLS_____
Pending sign rider_____
Earnest money deposited_____
Loan payoff info to title co_____
Effective date of contract_____
Loan approval days/date_____
Appraiser_____
Mort. Co. approval letter_____
Appraiser's drawing rec'd_____
Option period date_____
Home insp._____
WDI insp._____
Septic insp_____
Survey_____
Homeowner's insurance_____
Restrictions for buyer's review_____
Title commit (35 days) date_____
Title commit delivery_____
Title commit/object date_____
Contract closing date_____
Scheduled closing date/time_____
Res. Service contract ordered_____
Utilities discussed_____
Review settlement statement_____
Remind buyer-cashier's check_____
Final walk through_____
Lbx/ sign picked up_____
Keys to closing_____
Neighborhood announcement_____
Buyer/seller-address on mailing list__
Other dates, contract requirements, etc._____
_____
_____

NOTES

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