

ATTORNEY'S/AGENT'S WORKSHEET

Seller's name: _____ Home phone: _____ Ofc Phone: _____
Seller's name: _____ Home phone: _____ Ofc Phone: _____
SSN#: _____ SSN#: _____ Cell Phone: _____
Buyer's name: _____ Home phone: _____ Ofc Phone: _____
Buyer's name: _____ Home phone: _____ Ofc Phone: _____
SSN#: _____ SSN#: _____ Cell Phone: _____
Property address: _____
Earnest money held by: _____ Date: _____
Present Mtg. Holder: _____ Phone: _____ Loan #: _____
Present Mtg. Holder: _____ Phone: _____ Loan #: _____
Listing Agent: _____ Phone: _____
Company: _____ Fax: _____
Coop Agent: _____ Phone: _____
Company: _____ Fax: _____
Total Commission : _____ Commission to Coop Agent: _____
Contingency: _____ Date removed: _____
New Mtg: _____ Originator: _____
Processor: _____ Phone: _____ Fax: _____
Application made: _____ Rate/points locked in: _____ Exp. Date: _____
Appraisal ordered: _____ Received: _____
Repairs ordered: _____ Reinspection: _____
Inspector: _____ Date: _____
Attorney for Buyer: _____ Phone: _____ Fax: _____
Address: _____ Contact: _____
Attorney for Seller: _____ Phone: _____ Fax: _____
Address: _____ Contact: _____
Copy of Contract Sent _____ Attorney worksheet sent: _____
Projected Closing Date: _____ Time: _____ Client notified: _____
Termite contract with: _____ Phone: _____ Fax: _____
Termite Letter From: _____ Phone: _____ Fax: _____
Date: _____ Fee: _____
Homeowners Insurance Co.: _____ Agent: _____
Phone: _____ Fax: _____
Title Ins: Yes ___ No ___ Company: _____
Buyer notified/Cashiers Check: _____ Amount: _____
Net Proceeds to Seller: _____
Survey: _____ Utilities Transferred: _____
Notes: _____

