

# MAGNUM'S TRANSACTION CHECKLIST

Buyer  Seller

**ALL EARNEST MONEY MUST BE CERTIFIED FUNDS**

 Property Address \_\_\_\_\_  
Contract Date \_\_\_\_\_ Sale Price \_\_\_\_\_  
\_\_\_\_\_

Earnest Money Due: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Held By: \_\_\_\_\_  
 Received? Date: \_\_\_\_\_  
 Receipt sent to co-op agent?  
 Seller notified of receipt?

Seller: \_\_\_\_\_  
Seller's Email: \_\_\_\_\_  
Seller's Phone: \_\_\_\_\_  
Listing Agent: \_\_\_\_\_  
Agent's Email: \_\_\_\_\_  
Agent's Phone: \_\_\_\_\_  
  
Buyer: \_\_\_\_\_  
Buyer's Email: \_\_\_\_\_  
Buyer's Phone: \_\_\_\_\_  
Selling Agent: \_\_\_\_\_  
Agent's Email: \_\_\_\_\_  
Agent's Phone: \_\_\_\_\_

Lender: \_\_\_\_\_  
Bank: \_\_\_\_\_  
Loan Type: \_\_\_\_\_  
Loan Due: \_\_\_\_\_  
 Loan CTC?  Disclosures signed?  
Title Co: \_\_\_\_\_  
Closing Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Location: \_\_\_\_\_  
 Commission information sent?  
 Settlement statement received?  
 EMD check requested?  
Final Walk-Thru Date: \_\_\_\_\_  
Final Walk-Thru Time: \_\_\_\_\_  
 Final Acceptance & Waiver Signed?

Home inspection scheduled? Due: \_\_\_\_\_  
 Agreement reached?  Receipts received?  
 Appraisal ordered? Due: \_\_\_\_\_  
 Appraisal complete?  Appraised?

*Notes*  Purchase Contract  Add'l Conditions  Consumer Guide  
 Agency Disclosure  Seller's Disclosure  **FEE PER SHOWING**

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