



LISTING ACTIVITY AND TRACKING

Seller: _____ List Price: _____
 Phone: _____ List Date: _____ Expiration Date: _____
 Property: _____ Sales Price: _____ Appraised Value: _____
 Date Offer Accepted: _____ Est. Closing Date: _____

LISTING ACTIVITY

| New Listings | Ordered | Completed | Pending Listings | Ordered | Completed | Closed Listings | Ordered | Completed |
|----------------------------|---------|-----------|--------------------------|---------|-----------|----------------------|---------|-----------|
| Work Up And Turn In | | | Open Escrow | | | Change Status P to S | | |
| Input in MLS | | | Change Status to Pending | | | Order Post Down | | |
| Post Up / Flier box Y N | | | Get Escrow Instructions | | | Take Lockbox Off | | |
| Put For Sale Sign | | | Meet Appraiser | | | Update SupraWeb | | |
| Put Lockbox / Shackle Code | | | Order Termite Rpt by #10 | | | Take Sign Down | | |
| Assign in SupraWeb | | | Property Inspection? | | | Remove Fliers | | |
| Take Pictures | | | Do Requested Repairs | | | Make JS PCs | | |
| Make Fliers / JL PCs | | | Appraisal Repairs | | | Order JS PCs | | |
| Order Fliers / JL PCs | | | Termite Repairs | | | Mail Just Sold PCs | | |
| Place Fliers | | | Termite Completion | | | | | |
| Mail Just Listed PCs | | | Get HUD-1 / Comm. Check | | | | | |

Notes:

TRACKING

| | | # Days | Deadline | Completed |
|-----|---|--------|----------|-----------|
| 1) | Buyer to deliver deposit to escrow (RPA Item 3A, or SSA Item 3i) | | | |
| 2) | GET SHORT SALE APPROVAL , if applicable | | | |
| 3) | If Condo or PUD, request HOA documents using Form HOA (RPA Item 10F) | | | |
| 4) | Provide disclosures to buyer (RPA Item 14A) | | | |
| 5) | Provide Termite Report? Y N , Seller to pay for Section I? Y N (RPA Item 7D or elsewhere) | | | |
| 6) | Get signed disclosures back from buyer (RPA Item 14B1) | | | |
| 7) | Buyer to complete inspection or provide waiver (RPA Item 14B1) | | | |
| 8) | INSPECTION/REPORTS/DISCLOSURES/CONDO/TITLE CONTINGENCY REMOVAL | | | |
| 9) | LOAN CONTINGENCY REMOVAL (RPA Item 3J3 or SCO/BCO/SMCO) | | | |
| 10) | APPRAISAL CONTINGENCY REMOVAL (RPA Item 3I or SCO/BCO/SMCO) | | | |
| 11) | Get buyer's loan docs | | | |
| 12) | Buyer to sign loan docs | | | |
| 13) | Final verification of property condition (not a contingency, RPA Item 15) | | | |
| 14) | Buyer to deposit closing funds (scheduled closing date minus one day) | | | |
| 15) | Date escrow must close (RPA Item 1D or SCO/BCO/SMCO) | | | |
| 16) | Possession (RPA Item 9 or SCO/BCO/SMCO) | | | |