

| CONTRACT INFORMATION     |  |
|--------------------------|--|
| Property Address         |  |
| MLS                      |  |
| Folio                    |  |
| Listing Price            |  |
| Sale Price               |  |
| LF Agent Commission - %  |  |
| LF Agent Commission - \$ |  |
| LF Fee - \$              |  |
| Transaction Fee - \$     |  |

| IMPORTANT DATES |  |
|-----------------|--|
| Offer           |  |
| Effective       |  |
| Closing         |  |
| Appraisal       |  |
| Escrow Release  |  |

| PHOTO ID  |  |
|-----------|--|
| Seller ID |  |
| Buyer ID  |  |

| ✓ | DEADLINES                | DAYS | DATE | AMOUNT | ESCROW AGENT |
|---|--------------------------|------|------|--------|--------------|
|   | Initial Deposit Deadline | 3    |      |        |              |
|   | 2nd Deposit Deadline     | 10   |      |        |              |

| FINANCING         |  |
|-------------------|--|
| % Financing       |  |
| Amount at Closing |  |

| ✓ | DEADLINES                  | DAYS | DATE | ✓ | CONTINGENCIES                                    | DATE |
|---|----------------------------|------|------|---|--|------|
|   | Condo Docs – Rec/Del       | 5    |      |   | Mortgage Application Due                         |      |
|   | Title Evidence & Insurance | 15   |      |   | Mortgage Commitment Due                          |      |
|   | Condo Application Due      |      |      |   | Last Day to Cancel Based on Condo Documents      |      |
|   | Inspection                 | 15   |      |   | Last Day to Cancel Based on Inspection           |      |
|   | Loan Approval Period       | 30   |      |   | Last Day to Cancel Based on Loan Approval Period |      |

| ✓ | DOCUMENTS CHECKLIST        |
|---|----------------------------|
|   | Executed Contract          |
|   | Addendum                   |
|   | Riders                     |
|   | Condo Documents            |
|   | Lead Information Pamphlet  |
|   | Seller Information Sheet   |
|   | Buyer Information Sheet    |
|   | Escrow Letters             |
|   | HOA /Condo Approval Letter |
|   | Walk Thru Form             |
|   | Warranty Deed              |

| ✓ | ADDITIONAL PAPERWORK      |
|---|---------------------------|
|   | MLS Printout              |
|   | iMapp                     |
|   | Tax Record                |
|   | Articles of Incorporation |
|   | Real Property Disclosure  |
|   | DBPR – Broker, Agent      |
|   | FIRPTA Addendum           |
|   | Closing Disclosure (HUD)  |
|   | Commission Disbursement   |
|   | Commission Request        |

| FINANCIAL AGENT |  |
|-----------------|--|
| Company         |  |
| Officer         |  |
| Office Phone    |  |
| Address 1       |  |
| Address 2       |  |
| City, ST & Zip  |  |
| License         |  |
| Mobile          |  |
| Email           |  |
| Type of Loan    |  |
| Loan Amount     |  |

| LISTING BROKER         |  | BUYER BROKER          |  |
|------------------------|--|-----------------------|--|
| Company                |  | Company               |  |
| Broker                 |  | Broker                |  |
| Broker's Phone         |  | Broker's Phone        |  |
| Address 1              |  | Address 1             |  |
| Address 2              |  | Address 2             |  |
| City, ST & Zip         |  | City, ST & Zip        |  |
| Listing Agent          |  | Buyer's Agent         |  |
| License                |  | License               |  |
| Mobile                 |  | Mobile                |  |
| Email                  |  | Email                 |  |
| SELLER'S ATTORNEY      |  | BUYER'S ATTORNEY      |  |
| Company                |  | Company               |  |
| Contact                |  | Contact               |  |
| Address 1              |  | Address 1             |  |
| Address 2              |  | Address 2             |  |
| City, ST & Zip         |  | City, ST & Zip        |  |
| Phone                  |  | Phone                 |  |
| Mobile                 |  | Mobile                |  |
| Email                  |  | Email                 |  |
| SELLER'S TITLE COMPANY |  | BUYER'S TITLE COMPANY |  |
| Company                |  | Company               |  |
| Contact                |  | Contact               |  |
| Address 1              |  | Address 1             |  |
| Address 2              |  | Address 2             |  |
| City, ST & Zip         |  | City, ST & Zip        |  |
| Phone                  |  | Phone                 |  |
| Mobile                 |  | Mobile                |  |
| Email                  |  | Email                 |  |