



OPEN BUYER CHECKLIST

MOD
VIRTUAL



Find out how Realtors are making more money than ever - while spending less time at the office.

Leverage your business with a MyOutDesk Real Estate Virtual Assistant.

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UNDER AGREEMENT CHECKLIST

OUR BUYER

Property Address

Seller Name & Number

Commitment Date

Closing Date

Home Inspector's Name & Number

Date & Time of Home Inspection

Mortgage Company Name & Number

Closing Attorney Name & Number

Appraiser Name & Number

Date & Time of Smoke Certification



DATE	INITIALS	COMPLETION LIST
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send Listing Agent a personal notecard from Team Leader
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send Buyer Letter "Congratulations on Accepted Offer" (MOS)
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Call Buyer to have them book the Home Inspection
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Verify that the date & time of Home Inspection is acceptable to Listing Agent
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send Home Inspector a personal notecard from Team Leader
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Mark Team Leader calendar with date & time of Home Inspection
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Call Lender for updated mortgage approval
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Ask Lender for Closing Attorney contact information
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Ask Lender for Appraiser contact information
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send personal note to Lender with Team Leader's business card
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send personal note to Closing Attorney with Team Leader's business card
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send personal note to Appraiser with Team Leader's business card
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Receive copy of updated approval
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Mark board with under agreement information
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Change status in MLS to UAG
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Set up automatic email to remind me to check on commitment 1 week in advance
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send "Congratulations, You're Under Agreement" letter to the buyer
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Mail Just Sold postcards
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send Thank You card to buyer with information about the town
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send Thank You card to seller with (contact info is on HUD)
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send Thank You card to Listing Agent
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send Thank You card to Lender
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send Thank You card to Closing Attorney
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send Thank You card to Appraiser
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send Thank You card to office staff members for another smooth deal
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send Thank You card to home owners insurance company
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Call referral source and notify them about another smooth move
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send thank you and tickets to referral source
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send Buyer movie tickets so they can sit back and relax one week later
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Call Buyer on week anniversary date to make sure no loose ends