

Seller (H)	
Phone:	
Email:	
Personality:	<input type="checkbox"/> D <input type="checkbox"/> I <input type="checkbox"/> S <input type="checkbox"/> C

Seller (W)	
Phone:	
Email:	
Personality:	<input type="checkbox"/> D <input type="checkbox"/> I <input type="checkbox"/> S <input type="checkbox"/> C

Source of business:	
---------------------	--

Checklist		Notes
<input type="checkbox"/>	Confirm business card received	
<input type="checkbox"/>	Office hours	
<input type="checkbox"/>	Confirm phone (H)	
<input type="checkbox"/>	Confirm email (H)	
<input type="checkbox"/>	Confirm phone (W)	
<input type="checkbox"/>	Confirm email (W)	
<input type="checkbox"/>	Communication preference (H)	
<input type="checkbox"/>	Communication preference (W)	
<input type="checkbox"/>	Showing notice	
<input type="checkbox"/>	Showing notice communication preference	

What to Expect From Me		Notes
<input type="checkbox"/>	Send copy of RLA	
<input type="checkbox"/>	Seller net sheet	
<input type="checkbox"/>	Confirm HOA fees	
<input type="checkbox"/>	Confirm loan amount	
<input type="checkbox"/>	MLS listing	
<input type="checkbox"/>	Website creation	
<input type="checkbox"/>	Install sign	
<input type="checkbox"/>	Weekly progress report	
<input type="checkbox"/>	Finish disclosures	
<input type="checkbox"/>	When can we receive those?	
<input type="checkbox"/>	Smoke detectors, CO2, water heater straps	

Preferred Vendors for Inspections		Notes
<input type="checkbox"/>	Roof:	
<input type="checkbox"/>	Termite:	
<input type="checkbox"/>	Septic:	

Closing		Notes
<input type="checkbox"/>	How can I ensure this is a positive experience?	
<input type="checkbox"/>	Referrals	
<input type="checkbox"/>	Disney close	