



PARTIES TO THE SALE CHECKLIST

PARTIES TO THE TRANSACTION

Buyer(s)	Closing/Escrow Company (Closing Officer, Assistant)
Seller(s)	Attorney(s)
Co-op Agent(s)	Third Parties (Loss Mitigation, Relocation, Estate, etc.)
Lender (Loan Officer, Mortgage Processor)	Referral Sources (Agents, Past Clients, Relo, etc.)

CONTACT INFORMATION

Name	Business Address
Home Address	Business Phone
Home Phone	Business Fax
Home Fax	Business Email
Personal Email	Executive/Administrative Assistant (Gatekeeper)
Cell Phone	Preferred Methods and Times of Contact

FIGURE 62