

AFTER THE PURCHASE CHECKLIST

Name: _____

New Address: _____

New Phone: _____ **Fax:** _____ **Email:** _____

- _____ Put TBA sign in yard (for 2 weeks) date: _____
- _____ Run list of active properties for the same area to inform callers from yard sign.
- _____ Remove sign - date: _____
- _____ Enter the new home address & phone number to mailing list.
- _____ Send feed back letter
- _____ Complete Client Data Sheet for TBA
- _____ Close out file (see documents distribution below):

Documents for Broker:

- _____ Listings
- _____ Offers: (Even offers that did not become contracts)
- _____ Contracts
- _____ Closing Statements
- _____ Agency Agreements
- _____ Agency Disclosure Documents
- _____ Property Disclosures
- _____ Correspondence
- _____ Notes: _____

Any Other Relevant Information:

Additional documents required by The Buyer's Agent of Nashville & Middle Tennessee.

- _____ Savings Record
- _____ Client Photo
- _____ TBA Client Data Sheet
- _____ Copy of Earnest Money Check
- _____ MTRMLS Placement Agreement (if applicable)
- _____ MTRMLS Placement Agreement Mutual Release (if applicable)
- _____ Other: _____