Close-Out Checklist

Please Date and Initial

| 1. Close in Passport/MLS | |
|---|--|
| 2. Write on RE/MAX Report | |
| 3. Close in Agent 2000 and Re (Categorize as Sundance Ranch, Client | , |
| 4. Launch Plan for Letters | |
| 5. Close in WEBSITES: sha | anetwhiteteam.com |
| 6. Make copy of closing stater | nent for tax letters |
| 7. Send Broker Survey | |
| 8. Remove listing sheet from I | Listing Book |
| 9. Scan, Re-Label, and File | |
| | |
| | Out Checklist Date and Initial |
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| Please | |
| Please1. Close in Passport/MLS | Date and Initial ealty Juggler |
| Please 1. Close in Passport/MLS 2. Write on RE/MAX Report 3. Close in Agent 2000 and Re | Date and Initial ealty Juggler |
| Please 1. Close in Passport/MLS 2. Write on RE/MAX Report 3. Close in Agent 2000 and Re (Categorize as Sundance Ranch, Clie | Date and Initial ealty Juggler nt Party, etc) |
| Please 1. Close in Passport/MLS 2. Write on RE/MAX Report 3. Close in Agent 2000 and Re (Categorize as Sundance Ranch, Clie 4. Launch Plan for Letters | Date and Initial ealty Juggler nt Party, etc) |
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| Please 1. Close in Passport/MLS 2. Write on RE/MAX Report 3. Close in Agent 2000 and Reconstruction (Categorize as Sundance Ranch, Client 4. Launch Plan for Letters 5. Close in WEBSITES: □ shades and the sum of the sum | Date and Initial ealty Juggler nt Party, etc) anetwhiteteam.com nent for tax letters |