

Seller's Liaison Checklist

Seller's Address: _____

Seller's Last Name(s): _____

Date Unit — Listed: _____ Sold: _____ Closing: _____

Listing Agent's Name: _____

Phone: _____ Email: _____

Realtor's Company Name: _____

Date Liaison Notified: _____

Liaison's Name: _____ Address: _____

Date Owner(s) Contacted to schedule a visit: _____

OR Reason Not available (circle all that apply): Deceased Moved Out Traveling

Other Reason(s): _____

Date of Scheduled Visit with Owner(s): _____

Contacted Seller's Agent on _____ to explain Liaison's duties and website

Visited/called Owner on _____ to explain Liaison's role

Was the Seller's Handbook found? (circle one) Yes No

If "Yes", provide Handbook contents to the Corporate Secretary to recycle where possible.

Buyer's Name(s): _____

Buyer's Current Location: _____

Buyer Agent's Name: _____

Phone: _____ Email: _____

Realtor's Company Name: _____

Conducted New Resident Interview (buying experience, etc.) on _____
(Attach Interview notes)