



DOCUMENT CHECKLIST
Listing/ Purchase Offer / Disclosures

Use this form as a guideline for required documentation. All documents must be placed in our online paperless system within 48 hours of ALL new Listings or Buyer Transactions to avoid a \$25/day fine..

	Buyer		Seller	
Residential Purchase Agreement				
Counter Offer(s)				
Addendums				
Sellers Real Property Disclosure				
Duties Owed				
MLS Printout				
Tax Printout				
HOA Addendum to Purchase				
HOA Information Statement				
HOA Certificate of Resale				
For Your Protection- Get A Home Inspection				
Mold Disclosure & Waiver				
Walk Through Inspection & Release				
Residential Purchase Disclosure (P.15 Only)				

ESCROW DOCUMENTS

Escrow Instructions				
Final HUD/ Check				

Please Make Sure All Documents Are **LEGIBLE & FULLY EXECUTED** Before Uploading!

ADDITIONAL POTENTIAL DISCLOSURE FORMS CHECKLIST

Buyer	Seller	Form Name	Completed?		
		Listing Agreement			
		Consent To Act			
		Lead Based Paint Disclosure			
		Construction Defect Disclosure			
		Condominium Conversion Disclosure			
		Business Affiliation Disclosure Statement			
		Las Vegas Beltway Disclosure			
		Personal Property Addendum			
		HOA Addendum to Listing			
		Cover Sheet (showing pricing info. –New Homes)			

DOCUMENTS OUTSTANDING PROCEDURES AND FILE AUDITS

All files will be audited at least twice during the escrow process – Once when we receive the commission instructions and when the commission check is received to our office. Please check our online escrow system for any comments from the Broker and/or Coordinator.

SEND DOCUMENTS TO PAPERLESS FAX: (877) BID-4-FAXES (243-4329)