DOCUMENT CHECKLIST

PURCHASE	Y/N	LISTING	Y/N	LEASE/RENT	Y/N
Create Online Transaction*		Create Online Transaction*		Create Online Transaction*	
Purchase & Sale (w/ All Addenda)		Form 1A: Listing Agmt		Form 63: Lease/Rental Agreement LIP Sheets	
Form 40: Commission Disbursement Form		Form 1A: Input Forms		Form 22J: Lead Paint (Built Prior to 1978?)	
Escrow Receipt EM Deposit		Form 17 or 17C: Prop. Discl.		Form 68: Lease/Rental Agreement	
Form 17 or 17C		Form 22J: Lead Paint (Built Prior to 1978?)		Form 68A: Move-in/Move-out Inspection	
Title Co. Legal Description		Title Co. Legal Description		Form 68B: Pet Agreement	
				Form 42: Agency Disclosure	
Form 22J: Lead Paint <1978		FINAL HUD (Upload after closing)		Form 75: Option to Buy	
Form 41D: Home Inspection Referral		Form 40: Commission Disbursement Form		Form 65A: Occupy Prior to Closing Agreement	
Form 35R: Inspection Contingency Response		Purchase & Sale (w/ All Addenda)		Form 19 or Form 64: Status Change Input Sheet	
FINAL HUD (Upload after closing)					
NWMLS/RMLS Full Agent Detail Listing Form					

MISC:

Form 19: Status Change	
Form 51: Rescission of Purchase & Sale	

COMMERCIAL:

Form 24: Purchase/Sale Agreement (w/ Addenda)	
Form 14: LIP Sheets	
Form 17F: Prop Disclosure	

SHORT SALE TRANSACTIONS:

(Additional Requirements)

Form 22SS: Short Sale	
Lien Holder(s) Approval Letter(s)	

SHORT SALE NEGOTIATIONS:

(If estate, trustee, power of attorney, LLC or corp, submit proof of authorization to sign)

Form 48A: Mortgage Assistance Relief Part 1	
Form 48A: Mortgage Assistance Relief Part 2	

PAYMENT POLICY AND PROCEDURES:

Commission Disbursement Forms may be obtained with pre-stamped wiring instructions under Tools->OurSites "Company Specific Forms" section. You are authorized to sign these forms. Please remember that $0 commissions still require that our transaction fee be paid at closing.

ONLINE TRANSACTION CREATION: Please remember to first create the online Transaction (under Sales->Transactions) and enter the required information which includes commission amounts, transaction type, closing date, client information and all other required fields.

NEED DOCUMENTS? For your convenience, we have created a document repository under Sales->Documents->NWMLS Documents. You may use these editable .PDF files to complete and deliver to your clients. You may alternatively download these forms via Express Forms via the NWMLS.com website.

MUTUALLY SIGNED PAPERWORK must be submitted to our Paperless Office the day following mutual acceptance. If not received by the 3rd business day, a fine may be issued for late paperwork. Please keep copies of all your original documents. PDF files are preferred. If you require assistance, please visit our tutorials link under Tools->OurSites.

FILE REVIEW PROCEDURE: When all the documents in the checklist are uploaded to your transaction file, please update the status to "Request Final Audit" under the Sales Stage section. Once completed, your file will be audited and a digital note/task will be created within 24 hours M-F. It is your responsibility to check the software daily and to review the comments left by our transaction coordinator. Complete files will be denoted as such. Incoming wires and outgoing direct deposits are logged in your transaction file. Please DO NOT call to check on the status of your payment OR to request a FINAL AUDIT as this will cause delays in obtaining prompt payment. Your cooperation is greatly appreciated!

QUESTIONS? If you have any questions, please contact your Managing Broker (information is located under Tools->OurSites) or email brokers@theforcerealty.com.

TRANSACTION COORDINATOR ASSISTANCE ($100): Please email your paperwork to coordinator@theforcerealty.com with the cover sheet completed by clicking here and we will process the paperwork for you.