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 24 hours of ALL new Listings or Escrows.

	Buyer		Seller	
Listing Agreement				
Residential Purchase Agreement				
Duties Owed				
Counter Offer(s) **Addendums (s)** **SRPD or NRS 113** **MLS Printout** **Tax Printout** **HOA Addendum to Purchase** **HOA Information Statement** **HOA Certificate of Resale** **Home Inspection Disclosure** **Mold Disclosure & Waiver** **Final Walk Through Release**				
215 Beltway Disclosure				
Lead-Based Paint Hazard Disclosure (before 1978)				
Residential Disclosure Guide (p. 15)				
Short Sale Disclosure				
REO Disclosure				
Airport Noise Disclosure				
Final HUD				

<u>For New Home Sales Only</u> – Simply attach Duties Owed, Page 1 of Purchase Agreement, Residential Disclosure Guide and HUD

ADDITIONAL FORMS CHECKLIST

Buyer	Seller	Form Name	Completed?	
		Transaction Fee Agreement		
		Business Affiliation Disclosure		
		Internet Marketing Agreement (Listings Only)		

Please Make Sure All Documents Are *<u>LEGIBLE & FULLY EXECUTED</u>* Before Uploading!

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 is wired to our office. Please check our online escrow system for any comments from the Broker and/or Coordinator.

FAX DOCUMENTS TO: (877) 243-4329