

Purchase Checklist

Property Address _____ Closing Date _____

FULLY EXECUTED CONTRACT AND ADDENDA MUST BE IN OFFICE WITHIN 72 HOURS

COMPLETED PURCHASE CHECKLIST (right side)

- Settlement Statement signed by principle(s) you represented (HUD1) (**ON TOP**)
- Copy of MLS Sheet showing Sale as CLOSED (if REALTEAM LISTING)
- Copy of Commission Checks (Check to you and Check to Realteam)
- Copy of Realteam Split Letter Realteam
- Walk Thru Form
- Seller's Property Condition Disclosure Form (RE-25 or RE26 as applicable)
- Lead Based Paint Hazards Disclosure (If pre-1978) Check here if Not Applicable
- LP Siding Disclosure (If Needed) Check here if Not Applicable
- Title Commitment
- Listing Package (Property Profile)
- Addendums (Numbered Highest to #1) _____
- Counter Offers (Numbered Highest to #1) _____
- Real Estate Purchase and Sale Agreement (RE-21)
- Buyer Representation Agreement (RE-14) (If you represent Buyer)
Do you Represent the Buyer? (Circle one) YES NO
- MLS Print Out (After you have Broker Loaded) (Data Detail Input Sheet goes on *Left Side*)
- Trust Log Form (Left Side)
- Earnest Money Delivery Receipt OR Copy of Earnest Money (Left Side)
- Agency Receipt (Signed Original Document) (**ON BOTTOM**)

Agency Information – MUST BE COMPLETE

Listing Agent Name: _____ Agent Phone: _____

Listing Brokerage: _____

Selling Agent Name: _____ Agent Phone: _____

Selling Brokerage: _____

Title and Escrow Information – MUST COMPLETE

Title Company: _____ Escrow Number: _____

Escrow Officer: _____ Phone Number: _____

Seller / Purchaser Information – (Include what you have available)

Seller Name: _____ Phone: _____

Purchaser Name: _____ Phone: _____