

Realteam Washington - Purchase Checklist Closing

Property Address _____ Closing Date _____

FULLY EXECUTED CONTRACT AND ADDENDUMS 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 or copy of MLS Change Form (if Realteam Listing)
- Copy of Commission Checks (Check to you and Check to Realteam)
- Copy of Realteam Commission Disbursement Letter
- Walk Thru Form (If you represented buyer)
- Title Commitment
- Listing Packet (Warranty Deed) In Listing File
- Exhibit A Legal Description with Signatures
- Form 17 - Seller's Disclosure Statement
- Form 21 – Purchase and Sale Agreement
- Form 22A – Finance Addendum (Not applicable CASH DEAL ONLY)
- Form 22D - Optional Clauses Addendum
- Form 22J Lead Based Paint Hazards Disclosure (If pre-1978) Year Built _____
- Form 22K - Identification of Utilities (Not Applicable if waived on Purchase and Sale)
- Form 22T - Title Contingency Addendum
- Form 35 - Inspection Addendum
- Form 35R – Inspection Contingency Release
- SAR-SA Spokane Addendum – Mold, Radon, Inspections
- Other Addenda (Numbered Highest to #1) Specify _____
- Optional Addenda: () 22S (Septic); () 22R (Well); () 22B (sale of home); () 22Q (close pend sale)
- Counter Offers (Numbered Highest to #1) Specify _____
- Buyer Representation Agreement (Only if you represent Buyer) Circle one: YES NO
- MLS Sheet – day of offer written (Circle the commission rate)
- Earnest Money Delivery Receipt AND/OR Copy of Earnest Money (Left side of packet)
- LP Siding Disclosure (If Needed ON BOTTOM) Check here if Not Applicable
- Pamphlet of Agency Law Delivery Receipt (Signed Original Document Left side of packet)

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: _____