

Your Neighborhood Realtys' Checklist



Agent: _____
 Property Address: _____

ALL ORIGINALS where possible, must be provided. (Make copies for your own files)

LISTING CONTRACTS (Submit documents in a folder, in the order below)

| Date Rec'd. | By | Initial below |
|-------------|-------|---|
| _____ | _____ | Listing Contract |
| _____ | _____ | MLS Printout |
| _____ | _____ | Residential Worksheet |
| _____ | _____ | Consumer Guide to Agency Relationships |
| _____ | _____ | Residential Property Disclosure |
| _____ | _____ | Lead-Based Paint Disclosure |
| _____ | _____ | Showing Instructions |
| _____ | _____ | Acknowledge Form- Consumer Guide, Lead-Based Paint & Fair Housing |

Please add to Your Neighborhood Realty website as featured property MLS# _____

IN CONTRACT (Submit documents in a folder, unless our listing, in the order below)

| Date Rec'd. | By | Initial below |
|-------------|-------|---|
| _____ | _____ | Completed Purchase Contract (signed, initialed) |
| _____ | _____ | Residential Property Disclosure (signed, initialed) |
| _____ | _____ | Agency Disclosure (signed by all parties) |
| _____ | _____ | Consumer Guide to Agency Relationships (if our buyer) |
| _____ | _____ | Lead-Base Paint Disclosure (signed by all parties) |
| _____ | _____ | MLS printout showing status change (if our listing) |
| _____ | _____ | Changed Showing Instructions (notified front desk) |
| _____ | _____ | Signed Protection/Home Inspection (FHA loans only) |
| _____ | _____ | Buyer's Agreement (if needed) |
| _____ | _____ | Earnest Money Deposit (if buyer, and applicable) |
| _____ | _____ | Acknowledge Form- Consumer Guide, Lead-Based Paint & Fair Housing |

PRIOR TO CLOSE (OFFICE USE ONLY)

| Date Rec'd. | By | Initial below |
|-------------|-------|---|
| _____ | _____ | Return of Earnest Money |
| _____ | _____ | Your Neighborhood Realty Disbursement Authorization |

AFTER CLOSE (OFFICE USE ONLY)

| Date Rec'd. | By | Initial below |
|-------------|-------|---|
| _____ | _____ | Your Neighborhood Realty Check from Title Company (Plus 1 Copy) |
| _____ | _____ | 2-Copies of Signed HUD |
| _____ | _____ | MLS Printout with SOLD Status (if our listing) |
| _____ | _____ | Termite Report (if applicable) |
| _____ | _____ | Gas Warranty (if applicable) |
| _____ | _____ | Home Warranty (if applicable) |
| _____ | _____ | Remove from Your Neighborhood Realty Web Site |