

**SALE CHECKLIST\*:**  
(Please submit complete file in this order.)

Property Address: \_\_\_\_\_ COE: \_\_\_\_\_

Selling Agent Name: \_\_\_\_\_

- MLS Printout
- Original Purchase Offer with any Counter Offers
- Duties Owed
- Consent to Act (if representing both buyer and seller)
- Mold / Pest Disclosures or Waivers
- Certificate of Resale Receipt (if there is HOA)
- Info. Statement Disclosing Homeowners Rights & Obligations – 4 pages  
(if there is an HOA)
- Lead-Based Paint Form (if built before 1978)
- Preliminary Title Report and Escrow Instructions
- Buyer's Brokerage Agreement (if applicable)
- REO Notice ( If Bank Owned )
- Home Warranty Policy
- Copy of Inspection Reports or Waiver (Structural, Mechanical, Mold, Pest, Water,  
Septic)
- Walk Through
- Residential Disclosure Guide Receipt
- Closing Package from Escrow
- MLS Sold Print Out (if you're listing agent)
- Short Sale Addendum to Listing Agreement ( If short sale )
- Sellers Real Property Disclosure - S.R.P.D.
- Any other miscellaneous forms

**\* Please note that ALL required forms MUST be 100% COMPLETELY filled out with ALL signatures and initials by both buyer and seller in order for commission check to be paid. No exceptions.**

**“If in doubt - fill it out!”**