



BERKSHIRE HATHAWAY | Elite Real Estate
HomeServices

APARTMENTS & CONDOMINIUMS CHECKLIST

Agent Name: _____ ☐ Buyer ☐ Seller

Property Address: _____ City: _____ State: _____ Zip: _____

ORIGINAL CONTRACTS

- ☐ Elite Realty Cover Sheet
- ☐ Agency Relationship Disclosure
- ☐ Commission Demand \$ _____
- ☐ Original Purchase Contract
- ☐ Copy of Deposit Check # _____ \$ _____
- ☐ Original Counter Offer 1 2 3 4 5 6
- ☐ Original Addendum 1 2 3 4 5 6

MANDATORY DISCLOSURES

- ☐ Real Estate Transfer Disclosure
- ☐ Signed Natural Hazard Disclosure Statement
- ☐ Natural Hazard Full Report - By: _____
- ☐ Original Environmental Hazard Receipts
- ☐ Smoke Detector Compliance Statement
- ☐ Water Heater Bracing Requirement
- ☐ Broker Statutory to Inspect

REPORTS & MISC CLOSING DOCS

- ☐ Preliminary Report
- ☐ HOA docs
- ☐ Settlement Statement

MAKE SURE ALL MLS LISTING AND SIGN POST ARE REMOVED AND CLOSED