

# BROKER TRANSACTION CHECKLIST AND CONTRACT REVIEW



2021 Printing

For property located at: \_\_\_\_\_,  
Georgia \_\_\_\_\_.

	Yes	No	N/A
1. Correct Sales Contract (F201, F210, F213, F228, CF04)	_____	_____	_____
2. Correct Financing Contingency Exhibit Attached (F404, F407, F410, F413, F416)	_____	_____	_____
3. Short Sale:	_____	_____	_____
a. If Short Sale Does Listing Agreement Have Short Sale Language	_____	_____	_____
b. If Short Sale Does Sales Contract Have Short Sale Exhibit (F610)	_____	_____	_____
4. Affiliated Business Arrangement Disclosure	_____	_____	_____
5. Disclosures Attached to Purchase and Sale Agreement	_____	_____	_____
a. Correct Sellers Property Disclosure (F301, F304, F307, F310)	_____	_____	_____
b. Lead-Based Paint Disclosure (F316)	_____	_____	_____
c. Community Association Disclosure Exhibit (F322)	_____	_____	_____
d. Other: _____	_____	_____	_____
6. Disclosure to Principal of Fees Paid or Received by Broker (F261)	_____	_____	_____
7. Listing Agreement (F101)	_____	_____	_____
8. Authorization to Show Unlisted Property (F107)	_____	_____	_____
9. Buyer Brokerage Agreement (F110)	_____	_____	_____
10. Customer Acknowledgement (F116)	_____	_____	_____
11. Consumer Brochures Provided: _____	_____	_____	_____
12. Instructions to Closing Attorney (F255)	_____	_____	_____
13. Sale or Lease of Buyer's Property Contingency Exhibit (F601)	_____	_____	_____
14. Other _____	_____	_____	_____
15. Other _____	_____	_____	_____
<b>MLS Forms</b>			
16. MLS Number _____	_____	_____	_____
17. MLS Notice of Contract	_____	_____	_____
18. MLS Notice of Closing	_____	_____	_____
19. Other _____	_____	_____	_____
20. Other _____	_____	_____	_____
<b>Company Forms</b>			
21. Referral Agreement (Broker to Broker) (CO16)	_____	_____	_____
22. Referral Agreement (Broker to Builder) (F846)	_____	_____	_____
23. Referral Authorization (F843)	_____	_____	_____
24. Other _____	_____	_____	_____
25. Other _____	_____	_____	_____

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**Important Dates**

1. Broker Review Date: \_\_\_\_\_
2. Offer Date: \_\_\_\_\_ Offer Turned in to Broker Date: \_\_\_\_\_
3. Earnest Money Turned in to Broker Date: \_\_\_\_\_ Earnest Money Deposit Date: \_\_\_\_\_
4. Binding Agreement Date: \_\_\_\_\_ Closing Date: \_\_\_\_\_
5. Deadline for Changes Prior to Closing (10 Days for TRID): \_\_\_\_\_

**Contract Requirements**

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
1. Valid Legal Description	_____	_____	_____
2. Definite Purchase Price	_____	_____	_____
3. Finance Contingency Exhibit Attached (F404, F407, F410, F413, F416)	_____	_____	_____
4. Earnest Money Amount Stated	_____	_____	_____
5. Seller Contribution to Closing Amount Stated	_____	_____	_____
6. Closing Attorney Named	_____	_____	_____
7. Who Attorney Represents In Cash Sale Checked	_____	_____	_____
8. Survey Attached	_____	_____	_____
9. Warranty Deed Attached	_____	_____	_____
10. Due Dillgence Period Checked/ Days Filled In	_____	_____	_____
11. Buyer Agency Agreement	_____	_____	_____
12. Has Buyer Received Consumer Protection Brochures	_____	_____	_____
13. Has Seller Received Consumer Protection Brochures	_____	_____	_____
14. Listing Broker/ Selling Broker Representation Checked	_____	_____	_____
15. Dual/Designated Agency Checked	_____	_____	_____
16. If Designated Are Licensee's Names Filled In	_____	_____	_____
17. Is Any Material Relationship Disclosed	_____	_____	_____
18. Property Built Prior to 1978 Checked	_____	_____	_____
19. If Subject to Lead-Based Paint Disclosure Is Exhibit Attached	_____	_____	_____
20. If Buyer/Seller Unrepresented Is Contact Information Filled In	_____	_____	_____
21. Is Broker/Licensee Fax Number / E-Mail Address Filled In	_____	_____	_____
22. Are All Listed Exhibits Attached	_____	_____	_____
23. Are All Necessary Special Stipulations Included	_____	_____	_____
24. Did All Buyers Sign/Did All Sellers Sign/Did Licensee's Sign	_____	_____	_____
25. Is All Contact Information Complete	_____	_____	_____

**Broker Action.**

\_\_\_\_\_  
**Broker Initials**

\_\_\_\_\_  
**Agent Initials**

*[check below]:*

- 1. No Action Required
- 2. Counsel Licensee \_\_\_\_\_
- 3. Amend Contract \_\_\_\_\_
- 4. Report Licensee Law Violation to Georgia Real Estate Commission
- 5. Agent Commission Paid