

Transaction Checklist

Utilize the Document Placeholders in the Command Opportunity to ensure you have the correct documents needed to submit the file for compliance

Buyer Consultation

- Consumer Notice
- Buyer Agency

Buyer Offer

- Agreement of Sale
- Estimated Cost Sheet (Always need your own, but can include the lenders as well)
- Pre-Approval
- Related Addendum
 - Appraisal Contingency
 - Price Escalation
 - Inspection Waiver
- Wire Fraud Notice
- Deposit Money Notice
- Simple Home ABA
- Signed SPD
- Signed LPD
- Offer Cover Letter (optional)
- Offer Terms (if required by list agent)
- Co-broke Compensation

What to send to Listing Agent?

- Agreement of Sale
- Pre-Approval
- Related addendums (if needed)
 - Appraisal Contingency
 - Price Escalation
- Signed SPD
- Signed LPD
- Cover letter and or offer terms
- Co-broke compensation

Seller - To List a Home

- Consumer Notice
- Listing Contract
- Estimated Proceeds
- Seller filled out SPD
- Seller filled out LPD (if built prior to 1979)
- Seller filled out Utility Sheet
- Wire Fraud Notice

As a Listing Agent Receiving an Offer

- Agreement of Sale
- Applicable Addendums
- Buyer Pre-Approval
- Buyer Signed SPD
- Buyer Signed LPD (if applicable)
- Co-broke Compensation signed by Buyer's Agent
- You will need to do a updated Seller Estimated Proceeds once you agree on terms, prior to accepting an offer if the price is different that the list price