

PRODUCTION COVER SHEET

Transaction Management



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To stay in Compliance with AREC, please upload all documents noted below to the Folder that applies in your Opportunity. Compliance has access to search for the Opportunity but only knows when a folder should be reviewed when you have clicked the "Submit to MC". Submit documents as you have them and once reviewed the Folder will be Returned to you to continue to add documents to. If any of your documents are not in compliance, you will see a Rejected tab with a note explaining why it has been rejected. If all documents are there the Folder will be approved.

LISTING

(Create Opportunity with property address and SUBMIT)

- Exclusive Right to Sell
- Signed Addendums if Applicable
- Seller Property Disclosure
- Lead Based Paint Disclosure if built 1978 or older
- MLS Sheet - Active

LISTING UNDER CONTRACT

(Add documents to Under Contract folder in Opportunity)

- Create Commission in Opportunity (at present you will need to continue creating a Greensheet and upload to Opportunity)
- Executed Real Estate Contract
- Counter if Applicable
 - *The Counter section of Contract must be executed if Counter applies*
 - **Serial numbers of both Contract and Counter that are referenced must match uploaded documents*
- Earnest Money Addendum is required if referenced in contract
- Signed Addendums if Applicable
- Seller Property Disclosure signed by buyer
 - *If no SPD you will need buyer signed General Buyer Disclaimer*
- Lead Based Paint Disclosure if applies signed by buyer
- MLS Sheet - Pending

BUYER UNDER CONTRACT

(Create Opportunity with property address and SUBMIT)

- Create Commission in Opportunity (at present you will need to continue creating a Greensheet and upload to Opportunity)
- Executed Real Estate Contract
- Counter if Applicable
 - *The Counter section of Contract must be executed if Counter applies*
 - **Serial numbers of both contract and Counter that are referenced must match uploaded documents*
- Earnest Money Addendum is required if referenced in Contract
- Signed Addendums if Applicable
- Buyer Agency Agreement
- General Buyer Disclaimer
- Seller Property Disclosure signed by buyer
- Lead Based Paint Disclosure if applies signed by buyer
- IRSA pages 1-3
- MLS Sheet - Pending

CLOSED

(Add to Closed folder in Opportunity)

- Page 4 IRSA
- Documents Acknowledgement (not required but requested)
- Signed Settlement Statement
- Copy of Title Check
- Sold MLS if your listing

*****If you have both Buyer and Seller, you will need to create 2 separate Opportunities**