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**Sales Check Off List**

1. File Folder with Property Address in Front of Folder not clients Name ( )
2. Customer Information Sheet ( )
3. Offer Sheet with Seller’s/Buyers Info ( )
4. Copy of the Credit Check ( )
5. Copy of Photo ID and Social Security Card ( )
6. Copy of Board Package ( )
7. Sales Deal Sheet Form Completely filled out with info & dates ( )
8. Copy of Commission Statement sent to Seller’s Attorney ( )
9. Copy of Signed Disclosure Form ( )
10. Independent Commission Statement ( )

AFTER EVERY THING IS FILLED OUT COMPETELYOU THEN GIVE THE FOLDER TO THE ASSISTANT ADMINISTRATION FOR PAYMENT