260 West 91st street, SUITE #1A,

NEW YORK, NEW YORK 10024

T: (646) 780-1856

F: (646) 813-1497

EMAIL: rcrealtynyc@gmail.com

 WEBSITE: [WWW.RCREALTY.NYC](http://www.rcrealty.nyc/)

**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