



Required Paperwork for BUYERS (Residential Sales)

NOTE: Unless otherwise stated, the forms listed below are from FAR/BAR. You can access them through Form Simplicity, which is accessed by logging into the MLS. (Any form labeled “IN-HOUSE” is obtainable through the Member’s Area of our website, www.INIRealty.com.)

NOTE 2: While the most applicable forms are listed here, there are other forms that may be applicable in uncommon or rare circumstances which are not included (e.g., seller financing; kick-out clauses; short sales; etc.). *If you have any questions on what form(s) are required, do not hesitate to reach out to us!*

NOTE 3: This Checklist is for Residential Sales only. Please contact us if you are doing a transaction involving tenant placement, property management, or commercial real estate for more information on what forms and disclosures are required in those types of transactions.

BROKERAGE AGREEMENT –

- **Buyer Brokerage Agreement** = “Exclusive Buyer Brokerage Agreement, Transaction Broker”
NOTE: This is required ***before*** you start working with a Buyer (i.e., before showing properties, etc.) Additionally, you cannot receive compensation exceeding the amount or rate agreed-upon in this form.

PURCHASE & SALE CONTRACT DOCS –

- **Purchase & Sale Agreement (“PASA”)** = Preferably, the “AS-IS Residential Contract for Sale and Purchase”. But you can also use the “Residential Contract for Sale and Purchase”.
 - For vacant land, you need the “Vacant Land Contract” instead.
 - For new home construction, the builder will provide their own contract.
- **Seller’s Disclosure** = NEFAR Seller’s Property Disclosure
 - For vacant land, you need the FAR/BAR “Vacant Land Disclosure Statement” instead.
 - For new home construction, the builder may or may not provide a Seller’s Disclosure. (If one is provided by the builder, however, you must include it with your file.)
- **INI Additional Disclosures form** (IN-HOUSE)
 - Signed by both the Buyer(s) and Seller(s) when the PASA is executed.
- **Property Tax / Homestead Law Disclosure** (IN-HOUSE)
 - Signed by the Buyer(s) ***IF*** purchasing real estate (whether re-sale, vacant land, or new construction) intended to be their primary residence or homestead.
- **INI Admin Fee Disclosure** (IN-HOUSE)
 - Signed by the Buyer(s) ***IF*** you charged an Admin Fee on top of your commission.
(NOTE: You must include any Admin fee in the Buyer Brokerage Agreement, as well.)

- INI Buyer Refusal of Inspections (IN-HOUSE)
 - Required ***IF*** the Buyer(s) refuse:
 - to conduct a home inspection, WDO inspection, or any other type of inspection; **OR**
 - to obtain an appraisal or obtain a survey.
- INI Remote Viewing / Sight Unseen Disclosure (IN-HOUSE)
 - Required to be signed by the Buyer(s) ***BEFORE making an offer*** on a property ***IF*** the Buyer(s) did not physically appear (in-person) at a showing to view the property (i.e., the Buyer never saw the property at all or otherwise only saw the property through pictures/videos).
- All Amendments to the PASA

NOTE: The “Addendum to Contract” form is what’s used to amend the PASA.
- All addendums/forms signed by the Buyer(s) (regardless of source) in conjunction with the PASA

OTHER CONTRACT DISCLOSURES –

- HOA Disclosure (if the property is subject to a Homeowner’s Association) = “CR-6_B. Homeowners Association HOA – Community Disclosure”
- Condo Rider (if the property is subject to a Condo Association) = “CR-6x_A. Condominium Rider”
- CDD Disclosure (if the property is subject to a Community Development District fee) = “Community Development District Addendum”
- FHA or VA Financing (if the Buyer is using FHA or VA financing) = “CR-6_E. FHA-VA”
- Appraisal Contingency (if a Cash transaction) = “CR-6_F. Appraisal Contingency”
- Lead Based Paint Disclosure (if built prior to 1978) = “CR-6_P. Lead Based Paint Disclosure”
- Chinese Drywall Addendum (if built between 2006-2008) = “CR-6_M. Defective Drywall”
- CCCL Disclosure (if the property is subject to the Coastal Construction Control Line) = “CR-6_N. Coastal Construction Control Line”
- Personal Interest Disclosure (if you are the Buyer OR if you are related to the Buyer) = “CR-6_AA Licensee Disclosure of Personal Interest in Property”
- Post-Closing Occupancy (if the Seller(s) must occupy the property after the transaction closes) = “CR-6_U. Post Closing Occupancy by Seller”
- Sale of Property Contingency (if the Buyer must sell their currently owned real estate to buy) = “CR-6_V. Sale of Buyers Property”

OTHER TRANSACTION & CLOSING DOCS –

- Copy of Binder Check
- Receipt of Binder from Title Company or Closing Attorney
- Pre-Approval or Proof of Funds Letter
- Copy of any inspection report(s) made by the Buyer(s)
- Any repair requests / repair agreements made during the transaction
- Any receipts under a repair/replace agreement (if provided by the Seller(s))
- ALTA or HUD-1 Statement
 - This must be fully executed by Buyer(s) and Seller(s) ***and*** show the commission (and any applicable admin fee) paid to INI Realty, Inc.
- Survey
- Commission Check (made out to “INI Realty Investments, Inc.” or “INI Realty, Inc.”)
- Any other documents, affidavits, hold harmless, etc. provided to you by the Title Company



Required Paperwork for SELLERS (Residential Sales)

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NOTE 2: While the most applicable forms are listed here, there are other forms that may be applicable in uncommon or rare circumstances which are not included (e.g., seller financing; kick-out clauses; short sales; etc.). *If you have any questions on what form(s) are required, do not hesitate to reach out to us!*

NOTE 3: This Checklist is for Residential Sales only. Please contact us if you are doing a transaction involving tenant placement, property management, or commercial real estate for more information on what forms and disclosures are required in those types of transactions.

LISTING DOCS –

- Listing Agreement = “Exclusive Right of Sale Listing Agreement, Transaction Broker”
 - For vacant land, you need the “Vacant Land Listing Agreement” instead.
- Seller’s Disclosure = NEFAR Seller’s Property Disclosure

NOTE: A Seller’s Disclosure is REQUIRED, even if the Seller(s) never lived in the property and even if the Seller(s) answer “no” and/or “unknown” for the questions presented. Simply saying “Seller never lived in the property,” or something to that effect, is NOT acceptable.

 - For vacant land, you need the FAR/BAR “Vacant Land Disclosure Statement” instead.
 - For any updates made to the Seller’s Disclosure, you need the “Sellers Property Disclosure Update” form.
- Survey

NOTE: Generally, we **MUST** have a current survey on file (i.e., one that’s no more than 10 years old) **BEFORE** we can list the property.
- Lockbox Addendum
 - For Supra iBox, you need the NEFAR Lockbox Addendum.
 - For a non-standard lockbox, you need the INI Lockbox Addendum (IN-HOUSE).
- Property Tax / Homestead Law Disclosure (IN-HOUSE)
 - Signed by the Seller(s) **IF** selling real estate (whether re-sale or vacant land) that was their primary residence or homestead at any point during the past five years.
- INI Additional Disclosures form (IN-HOUSE)
 - Signed by both the Buyer(s) and Seller(s) when the PASA is executed.
- INI Admin Fee Disclosure (IN-HOUSE)
 - Signed by the Seller(s) **IF** you charged an Admin Fee on top of your commission.

(NOTE: You must include any Admin fee in the Listing Agreement, as well.)

- NEFAR Coming Soon Addendum (if the property was put into “Coming Soon” status first)
 - **NOTE:** While the property is in “Coming Soon” status, you **CANNOT** allow any showings, and you **CANNOT** accept or field any offers of any kind. Failure to follow these prohibitions may result in steep fines from the MLS.
- HOA Disclosure (if the property is subject to a Homeowner’s Association) = “CR-6_B. Homeowners Association HOA – Community Disclosure”
- Condo Rider (if the property is subject to a Condo Association) = “CR-6x_A. Condominium Rider”
- CDD Disclosure (if the property is subject to a Community Development District) = “Community Development District Addendum”
- Lead Based Paint Disclosure (if built prior to 1978) = “CR-6_P. Lead Based Paint Disclosure”
- Chinese Drywall Addendum (if built between 2006-2008) = “CR-6_M. Defective Drywall”
- CCCL Disclosure (if the property is subject to the Coastal Construction Control Line) = “CR-6_N. Coastal Construction Control Line”
- Personal Interest Disclosure (if you are the Seller OR if you are related to the Seller) = “CR-6_AA Licensee Disclosure of Personal Interest in Property”
- Post-Closing Occupancy (if the Seller(s) must occupy the property after the transaction closes) = “CR-6_U. Post Closing Occupancy by Seller”

OTHER TRANSACTION DOCS –

- Purchase & Sale Agreement (“PASA”) = Preferably, the “AS-IS Residential Contract for Sale and Purchase”. But you can also use the “Residential Contract for Sale and Purchase”.
 - For vacant land, you need the “Vacant Land Contract” instead.
- All Amendments to the PASA
 - **NOTE:** The “Addendum to Contract” form is what’s used to amend the PASA.
- All addendums/forms signed by the Seller(s) (regardless of source) in conjunction with the PASA
- No Brokerage Disclosure (ONLY IF the Buyer(s) are unrepresented by a Realtor®)
- Copy of Binder Check
- Receipt of Binder from Title Company or Closing Attorney
- Pre-Approval or Proof of Funds Letter
- Copy of any inspection report(s) made by the Buyer(s) (IF provided the Seller during the transaction)
- Any repair requests / repair agreements made during the transaction
- Any receipts under a repair/replace agreement (as incurred by the Seller(s))

CLOSING DOCS –

- ALTA or HUD-1 Statement
 - This must be fully executed by Buyer(s) and Seller(s) **and** show the commission (and any applicable admin fee) paid to INI Realty, Inc.
- Survey
- Commission Check (made out to “INI Realty Investments, Inc.” or “INI Realty, Inc.”)
- Any other documents, affidavits, hold harmless, etc. provided to you by the Title Company