



Contract Checklist:

- ☐ Buyer Contact Info sheet (include source) (_____ initial)
- ☐ Fully Executed Contract (**Broker License # 995711353 pg 1 and delivered to/received. Pg 10 presented by line @ bottom of pg w/ date and time**) (_____ initial)
- ☐ Deposit Check (Copy is fine)
- ☐ Signed Exclusive Buyer Brokerage Services Agreement
- ☐ Signed Agency Disclosures
- ☐ Fully Signed & Initialed PDD
- ☐ Signed Dual Agency (if applicable)
- ☐ Wire Fraud Disclosure
- ☐ Termite/WDIR Addendum
- ☐ Lender and Contact Info – Pre-approval letter
- ☐ Title Company and Contact Info

New Listing Checklist:

- ☐ Signed Listing Agreement (Sellers and Agent)
- ☐ Commission **Total amount:** _____ **Split amount:** _____ (_____ initial)
- ☐ Complete Address including Lot #, legal description (print out previous listing if it has been listed before)
- ☐ Seller Contact Info sheet, email & cell (Mailing address if different then listing address)
- ☐ ShowingTime Instructions
- ☐ Signed Customer Information Form/Agency Disclosure
- ☐ Signed Dual Agency
- ☐ Signed & Initialed PDD
- ☐ Wire Fraud Disclosure