

Seller Side Document Checklist

Document	Completed
During the Transaction	
Seller Covid-19 Advisory	
Definitions of Working Relationships	
Exclusive Right to Sell	
Wire Fraud Disclosure	
Lead Based Paint Obligations of Seller	
MLS Print Out (Active or Pending)	
Contract to Buy and Sell Real Estate	
Counterproposal	
Earnest Money Receipt	
Closing Instructions	
Seller's Property Disclosure	
Source of Water Addendum	
Square Footage Disclosure	
Lead Based Paint Disclosure Sales (if applicable)	
Inspection Objection	
Inspection Resolution	
Any type of Amend(s)	
Pre-approval Letter	
Title Commitment	
Tax Certificate	
Any other disclosures provided by the Buyer's Agent	
Commission Disbursement Authorization (CDA) Note: C21 will do the CDA	
After Closing	
Copy of the Agent Commission Check	
Buyer's Settlement Statement (if received from title)	
Seller's Settlement Statement	
Title Company Closing Instructions (if executed at Closing)	
MLS Print Out (Closed)	