

CONTRACT-TO-CLOSE DOCUMENTS

(SELLER)

- WWREA Brochure
- Copy of MLS Property Active Sheet
- Subject Property Tax Card
- Lead-Based Paint Disclosure Form (if applicable)
- Copy of advertisements and other marketing collaterals
- Copy of email and text message exchanges
- CMA (Comparative Market Analysis)
- Trends Report
- Exclusive Right-to-Sell Listing Forms
- Covid-19 Addendum Form
- FHA/VA Addendum (if applicable)
- Professional Services Disclosure and Election Form
- Confirmation of sewer/county/city water
- NC Residential Property and Owner's Association Disclosure Statement
- HOA Manual
- Verification of easements or encroachments (if applicable)
- Road Maintenance Agreement
- Copy of Deed and Restrictive Covenants
- Mineral Oil and Gas Rights Mandatory Disclosure Statement
- NC Offer to Purchase and Contract Form (and sample)
- Copy of Due Diligence Check
- Affiliated Business Disclosure Form (if applicable)
- Copy of Earnest Money Check
- Earnest Money Acknowledgement (Receipt of Monies) – from OTP
- Due Diligence Acknowledgement (Receipt of Monies) – from OTP
- Seller's Estimated Net Sheet(s)
- MLS Property Pending/Contingent Sheet
- Copy of past Survey and/or new survey
- Septic Tank Permit (if applicable)
- Permits for any renovations
- Prelisting Walkthrough Checklist
- Copy of Shared Well Agreement (if applicable)
- Seller's Loan Payoff Request
- Proof of Square Footage Calculations
- Copy of Floorplan
- Screenshot of FEMA Flood Map (if applicable)
- Airport Noise Disclosure (if applicable)
- All other addendums relating to the contract (*Counteroffers, Repair request, Agreement to Amend, etc*)
- Copy of Prelisting (and past) Appraisal Report (if applicable)
- Copy of Prelisting (and past) Home Inspection Report (if applicable)

- Copy of Final Closing Disclosure Sheet/HUD-1
- MLS Property Closed Sheet
- Offer Terminations and/or extensions
- Confirmation of Lease(s) and Transfers of Security Deposits (if applicable)
- Copy of Commission checks (for Firm and Agent)
- Copy of Disbursement of Authorization Request (shows commission breakdown)
- Agent Referral Agreement and W-9 (if applicable)
- Utility List (for seller to complete – get meter/acct # if possible)

CONTRACT-TO-CLOSE DOCUMENTS (BUYER)

- WWREA Brochure
- Buyer Prequalification Letter/Pre-Close Worksheet
- Proof of Funds for Cash Buyers
- Copy of MLS Property Active Sheet (*helps with verifying commission splits*)
- Subject Property Tax Card
- CMA (Comparative Market Analysis)
- Trends Report
- Exclusive Buyer Agency Agreement
- Covid-19 Addendum Form
- FHA/VA Addendum (if applicable)
- Confirmation of sewer/county/city water
- Professional Services Disclosure and Election Form
- NC Residential Property and Owner's Association Disclosure Statement
- Mineral Oil and Gas Rights Mandatory Disclosure Statement
- Lead-Based Paint Disclosure Form (if applicable)
- HOA By-Laws
- Road Maintenance Agreement
- Copy of Deed and Restrictive Covenants
- NC Offer to Purchase and Contract Form
- Copy of Due Diligence Check
- Copy of Earnest Money Check
- Earnest Money Acknowledgement (Receipt of Monies)
- Due Diligence Acknowledgement (Receipt of Monies)
- Copy of Survey (and invoice)
- Septic Tank Permit (if applicable)
- Verification of easements or encroachments (if applicable)
- Copy of Shared Well Agreement (if applicable)
- Copy of Appraisal Report (and invoice)
- Copy of Home Inspection Report (and Invoice)
- Floorplan
- All other addendums relating to the contract (*Repair request, Agreement to Amend, etc*)
- Copy of Final Closing Disclosure Sheet/HUD-1
- MLS Closed Sheet
- Homeowners Insurance Policy (and invoice)
- Home Warranty Contract (and invoice)
- Offer Terminations and/or extensions
- Copy of Commission checks (for Firm and Agent)
- Agent Referral Agreement and W-9 (if applicable)
- Copy of email and text message exchanges
- Copy of Disbursement of Authorization Request (*shows commission breakdown*)
- Utility List (for buyer to use)

*Make sure you keep all your checklists and keep them in your files. Including client feedback forms when going to open houses or showings.

*Follow up with clients after closing - Ask for reviews and testimonials!

*Don't forget the garage openers, keys to house as well as mailboxes.