



BUYER CLOSING CHECKLIST

Send to Broker:	Send to Title:	Send to Mortgage Lender:
<input type="checkbox"/> Closing Information Sheet	<input type="checkbox"/> Closing Information Sheet	<input type="checkbox"/> Closing Information Sheet
<input type="checkbox"/> MLS Printout	<input type="checkbox"/> MLS Printout	<input type="checkbox"/> MLS Printout
<input type="checkbox"/> Pre-Approval Letter	<input type="checkbox"/> Purchase Agreement	<input type="checkbox"/> Purchase Agreement
<input type="checkbox"/> Agency in Relationships	<input type="checkbox"/> Counter Offer	<input type="checkbox"/> Counter Offer
<input type="checkbox"/> Buyer Representation Agreement	<input type="checkbox"/> Addendums	<input type="checkbox"/> Addendums
<input type="checkbox"/> Purchase Agreement	<input type="checkbox"/> Amendments	<input type="checkbox"/> Amendments
<input type="checkbox"/> Counter Offer	<input type="checkbox"/> Contingent Sale Addendum	<input type="checkbox"/> Contingent Sale Addendum
<input type="checkbox"/> Addendums		<i>* Do not send lender disclosures</i>
<input type="checkbox"/> Amendments		
<input type="checkbox"/> Contingent Sale Addendum		
<input type="checkbox"/> Personal Property Agreement		
<input type="checkbox"/> Home Warranty Waiver		
<input type="checkbox"/> Lead-Based Paint Addendum (if built before 1978)		
<input type="checkbox"/> Arbitration Agreement		
<input type="checkbox"/> Seller's Property Disclosure or Alternative Disclosure		
<input type="checkbox"/> Well and Septic Inspection Contingency		
<input type="checkbox"/> Well/Septic/Disclosures/Location Map		
<input type="checkbox"/> Townhome and Condo Resale Disclosure		
<input type="checkbox"/> Townhome and Condo Contingency		
<input type="checkbox"/> Other		



SELLER CLOSING CHECKLIST

Send to Broker: _____ Send to Title: _____

- | | |
|---|---|
| <input type="checkbox"/> MLS Printout | <input type="checkbox"/> MLS Printout |
| <input type="checkbox"/> Pre-Approval Letter | <input type="checkbox"/> Purchase Agreement |
| <input type="checkbox"/> Counter Offer | <input type="checkbox"/> Counter Offer |
| <input type="checkbox"/> Addendums | <input type="checkbox"/> Addendums |
| <input type="checkbox"/> Purchase Agreement | <input type="checkbox"/> Amendments |
| <input type="checkbox"/> Counter Offer | <input type="checkbox"/> Contingent Sale Addendum |
| <input type="checkbox"/> Addendums | |
| <input type="checkbox"/> Amendments | |
| <input type="checkbox"/> Contingent Sale Addendum | |
| <input type="checkbox"/> Personal Property Agreement | |
| <input type="checkbox"/> Home Warranty Waiver | |
| <input type="checkbox"/> Lead-Based Paint Addendum (if built before 1978) | |
| <input type="checkbox"/> Arbitration Agreement | |
| <input type="checkbox"/> Seller's Property Disclosure or Alternative Disclosure | |
| <input type="checkbox"/> Well and Septic Inspection Contingency | |
| <input type="checkbox"/> Well/Septic/Disclosures/Location Map | |
| <input type="checkbox"/> Townhome and Condo Resale Disclosure | |
| <input type="checkbox"/> Townhome and Condo Contingency | |
| <input type="checkbox"/> Other | |



New Listing Checklist

Must Have When Turning In A Listing:

- ☐ NorthstarMLS Input Form
- ☐ Agency in Relationships
- ☐ Listing Contract (Exclusive Right to Sell)

One of the Following:

- ☐ Seller's Property Disclosure or
- ☐ Seller's Disclosure Alternative
- ☐ Vacant Land Disclosure

If Applicable:

- ☐ Well Disclosure Statement
- ☐ Septic (Subsurface Sewage Treatment) Disclosure Statement
- ☐ Well & Septic Location Map
- ☐ Lead-Based Paint Disclosure (*if built before 1978*)
- ☐ Coming Soon pre-listing agreement

New Listing Tasks:

- ☐ Add photos/virtual tour to MLS
- ☐ Sign Install
- ☐ Verify accuracy on MLS
- ☐ Verify accuracy of other websites (Realtor.com, Trulia, Zillow)
- ☐ Post listing to Facebook business page, Instagram, etc.
- ☐ Schedule Open Houses
- ☐ Set up Showingtime instructions
- ☐ Install lockbox property
- ☐ Supply listing paperwork to client

