

## MASTER TRANSACTION CHECKLIST

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**Send Listings to COMMAND within 3 days of listing going live.**  
**Send Contracts to COMMAND within 10 days of effective date of contract.**

## RESIDENTIAL TRANSACTIONS

### **RESIDENTIAL LISTING: (date after document signifies latest version)**

- MLS Print Out Showing Status "A"
- Realist Tax Print Out
- Information About Brokerage Services **TXR 2501** (11/2/15)
- Exclusive Right to Sell (Listing Agreement) **TXR 1101** (5/1/20)
- Wire Fraud Warning (sale listings or lease listings) **TXR 2517** (2/1/18)
- Sellers Disclosure (not needed for lease listings) – **TXR1406** (9/1/19)
- Amendment (Signed / Initialed / Dated / Execution Date) **TXR 1404** (1/7/04)
- Addendum for Sellers Disclosure of Info on Lead Based Paint (before 1978) **TXR 1906** (10/10/11)
- Survey (if providing existing survey also get a T-47 **TXR 1907** notarized)
- Residential Real Property Affidavit (T47) **TXR 1907** (2/1/10)
- Austin Energy Audit and Disclosure (ECAD) (City of Austin water and 10 years old or older)
- MUD/WCID Notice (if applicable; available on the appropriate MUD/Water District website)
- Residential Service Contract Disclosure **TXR 2513** (11/2/15)
- Information About On-Site Sewer (Septic) **TXR1407** (1/7/04)
- Addendum for Propane Gas Area **TXR 2514** (2/10/14)

### **RESIDENTIAL SALE:**

- Commissions info in Command (used to be a Greensheet)
- MLS Print Out (showing Status of "PB" or "P" or "AC")
- Realist Tax Print Out
- Information About Brokerage Services **TXR 2501** (11/2/15)
- 1-4 Family Residential Contract **TXR 1601** (2/12/18)
- Wire Fraud Warning **TXR 2517** (2/1/18)
- Third Party Financing Addenda **TXR 1901** (11/19/19)
- Sellers Disclosure: **TXR1406** (9/1/19)
- Sale of Other Property by Buyer **TXR 1908** (12/5/11)
- TILA-RESPA Disclosure **TXR 2516** (6/15/15) Only needed if Cash
- HOA Addendum **TXR 1922** (8/8/14)
- Lead Based Paint Disclosure (if built on or before 1978) **TXR 1906** (10/10/11)
- Intermediary Relationship Notice (if Jean Grubb is the Broker for both agents) **TXR 1409** (1/7/04)

- Amendment (Signed / Initialed / Dated / Execution Date) **TXR 1903** (11/2/15)
- Buyers Representation Agreement **TXR 1501** (2/1/18)
- Gen Information and Notice to Buyer/Seller (5 pages) **TXR 1506** (2/1/18)
- Sellers Temporary Residential Lease **TXR 1910** (12/5/11)
- Buyers Temporary Residential Lease **TXR 1911** (12/5/11)
- Non-Realty Item Addendum (spa, washer, dryer, refrigerator) **TXR 1924** (10/10/11)
- Survey (also get notarized T-47 (TXR 1907) unless ordering a brand-new survey)
- MUD/WCID Notice (if applicable; available on the MUD/Water District site)
- Residential Service Contract Disclosure (if one is involved in a contract) **TXR 2513** (11/2/15)
- Austin Energy Audit (ECAD)
- Information About On-Site Sewer (Septic) **TXR1407** (1/7/04)
- Addendum for Propane Gas Area **TXR 2514** (2/10/14)
- Buyer's Walk Through and Acceptance **TXR 1925** (1/1/16) (if representing Buyer)
- Notice of Termination of Contract **TXR 1902** (11/15/18)
- Notice of Sellers Termination **TXR 1950** (8/13/18)
- Release of Earnest Money **TXR 1904** (2/6/02)

### **RESIDENTIAL LEASE LISTING:**

- MLS Print Out Showing Status "A"
- Realist Tax Print Out
- Information About Brokerage Services **TXR 2501** (11/2/15)
- Exclusive Right to Lease (Listing Agreement) **TXR 1102** (2/1/18)
- Wire Fraud Warning (sale listings or lease listings) **TXR 2517** (2/1/18)
- Amendment (Signed / Initialed / Dated / Execution Date) **TXR 1404** (1/7/04)
- Addendum Regarding Lead Based Paint (if built before 1978) **TXR 2008** (10/14/03)
- Listing Termination Agreement **TXR 1410** (4/14/06)

### **RESIDENTIAL LEASE:**

- Commissions info in Command (used to be a Greensheet)
- MLS Print Out (showing Status of "L")
- Information About Brokerage Services (if lease is longer than 12 months) **TXR 2501** (11/2/15)
- Residential Lease **TXR 2001** (9/1/19)
- Lease Invoice (NWMC Form File)
- Wire Fraud Warning **TXR 2517** (2/1/18)
- Addendum Regarding Lead Based Paint (if built before 1978) **TXR 2008** (10/14/03)
- Intermediary Relationship Notice (if Jean Grubb is the Broker for both agents) **TXR 1409** (1/7/04)
- Buyers Representation Agreement **TXR 1501** (2/1/18)

## COMMERCIAL TRANSACTIONS

### COMMERCIAL LISTING: (date after document signifies latest version)

- Exclusive Right to Sell **TXR 1301** (4/1/14)
- Exclusive Agency Addendum to Listing **TXR 1403** (1/7/04)
- Wire Fraud Warning (sale listings or lease listings) **TXR 2517** (2/1/18)
- Amendment to Listing **TXR 1404** (1/7/04)
- Information About On-Site Sewer Facility **TXR 1407** (1/7/04)
- Commercial Property Condition Statement **TXR 1408** (4/1/18)
- Termination of Listing **TXR 1410** (4/14/06)
- Condominium Addendum to Listing **TXR 1401** (1/7/04)
- Named Exclusions Addendum to Listing **TXR 1402** (10/12/04)
- Request for Mortgage Information **TXR 1413** (1/7/04)

### COMMERCIAL SALE:

- Commissions info in Command (used to be a Greensheet)
- Information About Brokerage Services **TXR 2501** (11/2/15)
- Intermediary Relationship Notification **TXR 1409** (1/7/04)
- Wire Fraud Warning (sale listings or lease listings) **TXR 2517** (2/1/18)
- Commercial Contract – Improved **TXR 1801** (4/1/18)
- Commercial Contract Condo Addendum (Incomplete Construction) **TXR 1946** (4/1/18)
- Commercial Contract – Unimproved **TXR 1802** (4/1/18)
- Commercial Letter of Intent to Purchase **TXR 1803** (4/1/18)
- Commercial Contract Financing Addendum **TXR 1931** (1/26/10)
- Commercial Property Condition Statement **TXR 1408** (4/1/18)
- Commercial Contract Amendment **TXR 1932** (4/1/18)
- Commercial Buyer's Rep Agreement **TXR 1502** (4/1/14)
- Amendment to Buyer/Tenant Representation Agreement **TXR 1505** (7/7/04)
- General Information and Notice to Buyers and Sellers **TXR 1506** (2/1/18)
- Termination of Buyer/Tenant Representation Agreement **TXR 1503** (7/7/04)
- Commercial Contract Termination **TXR 1939** (1/26/10)
- Addendum for Oil, Gas, and other Minerals **TXR 1905** (11/18/14)
- Addendum For Sellers Disclosure of Info on Lead-Based Paint **TXR 1906** (10/10/11)
- Condominium Resale Certificate **TXR 1921** (8/17/15)
- Non-Realty Items Addendum to Contract **TXR 1924** (10/10/11)
- Buyers Walk Through and Acceptance Form **TXR 1925** (1/1/16)
- Sellers Invitation to Buyer to Submit New Offer **TXR 1926** (8/27/04)
- Commercial Contract Condo Addendum **TXR 1930** (4/1/18)
- Condominium Conversion Addendum **TXR 1933** (1/2/03)
- Condominium Information Statement **TXR 1934** (1/2/03)
- Sellers Estimated Net Proceeds **TXR 1935** (2/1/18)
- Commercial Contract Exhibit **TXR 1937** (1/26/10)
- Commercial Tenant Estoppel Certificate **TXR 1938** (1/26/10)
- Commercial Contract Special Provisions Addendum **TXR 1940** (4/1/18)
- Commercial Request for Evaluation Materials and Confidentiality Agreement **TXR 1947** (4/1/18)
- Notice of Withdrawal of Offer **TXR 1945** (2/1/18)
- Commercial Contract Termination Notice **TXR 1939** (1/26/10)
- Release of Earnest Money **TXR 1904** (2/6/02)
- Commercial Contract Special Provision Addendum **TXR 1940** (4/1/18)

### **COMMERCIAL LEASE LISTING:**

- Information About Brokerage Services **TXR 2501** (11/2/15)
- Wire Fraud Warning **TXR 2517** (2/1/18)
- Exclusive Right to Lease **TXR 1302** (4/1/14)
- Exclusive Right to Sublease **TXR 1303** (4/1/14)
- Termination of Listing **TXR 1410** (4/14/06)
- Amendment to Listing **TXR 1404** (1/7/04)

### **COMMERCIAL LEASE:**

- Commissions info in Command (used to be a Greensheet)
- Information About Brokerage Services **TXR 2501** (11/2/15)
- Wire Fraud Warning **TXR 2517** (2/1/18)
- Commercial Lease **TXR 2101** (4/1/14)
- Commercial Lease Addendum for Broker's Fee **TXR 2102** (4/1/14)
- Commercial Lease Addendum for Expense Reimbursement **TXR 2103** (1/26/10)
- Commercial Lease Addendum for Extension of Term **TXR 2104** (1/26/10)
- Commercial Lease Addendum for Right of First Refusal **TXR 2105** (1/26/10)
- Commercial Lease Addendum for Percentage Rent **TXR 2106** (1/26/10)
- Commercial Lease Addendum for Parking **TXR 2107** (1/26/10)
- Commercial Landlord's Rules and Regulations **TXR 2108** (1/26/10)
- Commercial Lease Guaranty **TXR 2109** (1/26/10)
- Commercial Lease Addendum for Optional Space **TXR 2110** (1/26/10)
- Commercial Lease Construction Addendum (Landlord to Complete) **TXR 2111** (4/1/18)
- Commercial Lease Construction Addendum (Tenant to Complete Construction) **TXR 2112** (4/1/18)
- Commercial Lease Acceptance Form **TXR 2113** (1/26/10)
- Commercial Lease Amendment **TXR 2114** (1/26/10)
- Commercial Lease Exhibit **TXR 2115** (1/26/10)
- Commercial Sublease **TXR 2116** (4/1/14)
- Commercial Landlord's Consent to Sublease **TXR 2117** (1/26/10)
- Commercial Sublease Addendum for Broker's Fee **TXR 2118** (9/1/15)
- Commercial Lease Addendum for Contingencies **TXR 2119** (1/26/10)
- Commercial Lease Application **TXR 2120** (4/1/18)
- Commercial Lease Inventory and Condition Form **TXR 2121** (1/26/10)
- Commercial Letter of Intent to Lease **TXR 2122** (4/1/14)
- Commercial Sublease Guaranty **TXR 2124** (4/1/18)
- Commercial Lease Special Provisions Addendum **TXR 2125** (4/1/18)
- Commercial Registration Agreement Between Broker and Owner **TXR 2403** (4/1/14)
- Commercial Registration Agreement Between Brokers **TXR 2404** (4/1/14)