

COMMERCIAL SALES TRANSACTION CHECKLIST

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|--|--|---|---|
| COMMAND QUESTIONS FRANK FONSECA frank@kwaustinnw.com | DA QUESTIONS KATY HATTENBACH accounting@kwaustinnw.com | OPPORTUNITY QUESTIONS JEANETTA ROBERTS @jeanetta in Command Notes | ALICE CARON DIRECTOR OF COMPLIANCE alice@kwaustinnw.com (512)638-7400 cell |
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| MELANIE ABRAHAM Productivity Coach melanie@kwaustinnw.com 512-688-0046 | JOSH COOK Productivity Coach josh@kwaustinnw.com (512) 226-3382 |
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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.

| DOCUMENT | INFO | DOCUMENT # | DOC VERSION |
|---|---|------------|-------------|
| <input type="checkbox"/> Completed Greensheet (R) | | | |
| <input type="checkbox"/> MLS or Loopnet Print Out (R) | Status of "PB" or "P" or "AC" | | |
| <input type="checkbox"/> Tax Print Out (R) | | | |
| <input type="checkbox"/> Info About Brokerage Services (R) | | TXR 2501 | 11/2/15 |
| <input type="checkbox"/> Commercial Contract (improved property) (R) | OR | TXR 1801 | 4/1/18 |
| <input type="checkbox"/> Commercial Contract (unimproved property) (R) | OR | TXR 1802 | 4/1/18 |
| <input type="checkbox"/> Commercial Letter of Intent | | TXR 1803 | 4/1/18 |
| <input type="checkbox"/> Wire Fraud Warning (R) | | TXR 2517 | 2/1/18 |
| <input type="checkbox"/> Comm Contract Finance Addenda | | TXR 1931 | 1/26/10 |
| <input type="checkbox"/> Comm Property Condition Stmt (R) | | TXR1408 | 4/1/18 |
| <input type="checkbox"/> Lead Based Paint Disclosure | if built on or before 1978 | TXR 1906 | 10/10/11 |
| <input type="checkbox"/> Intermediary Relationship Notice | Broker, Jean Grubb | TXR 1409 | 1/7/04 |
| <input type="checkbox"/> Commercial Contract Amendment | | TXR 1932 | 4/1/18 |
| <input type="checkbox"/> Commercial Buyers Rep Agreement | | TXR 1502 | 4/1/14 |
| <input type="checkbox"/> Registration Agreement Between Broker and Owner | Property owned by FSBO | TXR 2401 | 1/2/03 |
| <input type="checkbox"/> Registration Agreement Between Brokers | Property not listed in MLS or Loopnet (pocket listing) | TXR 2402 | 1/2/03 |
| <input type="checkbox"/> Gen Info and Notice to Buyer/Seller | 5 pages | TXR 1506 | 2/1/18 |
| <input type="checkbox"/> Non-Realty Item Addendum | | TAR 1924 | 10/10/11 |
| <input type="checkbox"/> Survey | | | |
| <input type="checkbox"/> Information About On-Site Sewer | Septic | TXR1407 | 1/7/04 |
| <input type="checkbox"/> Buyer's Walk Through & Acceptance | | TXR 1925 | 1/1/16 |
| <input type="checkbox"/> Commercial Contract Termination | Also releases earnest money | TXR 1939 | 1/26/10 |
| <input type="checkbox"/> Notice of Sellers Termination | | TXR 1950 | 8/13/18 |
| <input type="checkbox"/> Commercial COVID-19 Addendum | | TXR 1952 | 3/31/20 |
| <input type="checkbox"/> Exclusive Agency Addendum to List | | TXR 1403 | 5/1/20 |
| <input type="checkbox"/> Commercial Lease Rent Forbearance | | TXR 2126 | 4/3/20 |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |