

## CONDOMINIUM SALES TRANSACTION CHECKLIST

<b>COMMAND QUESTIONS</b> <b>FRANK FONSECA</b> frank@kwaustinnw.com	<b>DA QUESTIONS</b> <b>KATY HATTENBACH</b> accounting@kwaustinnw.com	<b>OPPORTUNITY QUESTIONS</b> <b>JEANETTA ROBERTS</b> @jeanetta in Command Notes	<b>ALICE CARON</b> <b>DIRECTOR OF COMPLIANCE</b> alice@kwaustinnw.com (512)638-7400 cell
--	--	---	---

<b>MELANIE ABRAHAM</b> <b>Productivity Coach</b> melanie@kwaustinnw.com 512-688-0046	<b>JOSH COOK</b> <b>Productivity Coach</b> josh@kwaustinnw.com (512) 226-3382
---	--

**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 Print Out (R)	Status of "PB" or "P" or "AC"		
<input type="checkbox"/> Realist Tax Print Out (R)			
<input type="checkbox"/> Info About Brokerage Services (R)		TXR 2501	11/2/15
<input type="checkbox"/> Residential Condo Contract	(Resale) (R) or	TXR 1605	2/12/18
<input type="checkbox"/> New Res Condo Contract	(complete construction)	TXR 1608	2/12/18
<input type="checkbox"/> New Res Condo Contract	(incomplete construction)	TXR 1609	2/12/18
<input type="checkbox"/> Wire Fraud Warning (R)		TXR 2517	2/1/18
<input type="checkbox"/> Third Party Financing Addendum		TXR 1901	11/19/19
<input type="checkbox"/> Sellers Disclosure (R)	If not exempt	TXR 1406	9/1/19
<input type="checkbox"/> Sale of Other Property by Buyer		TXR 1908	12/5/11
<input type="checkbox"/> TILA-RESPA Disclosure	If a cash deal	TXR 2516	6/15/15
<input type="checkbox"/> Condo Resale Certificate	(not older than 90 days old)	TXR 1921	8/17/15
<input type="checkbox"/> Lead Based Paint Disclosure	if built on or before 1978	TXR 1906	10/10/11
<input type="checkbox"/> Intermediary Relationship Notice	SWMC or NWMC agent)	TXR 1409	1/7/04
<input type="checkbox"/> Seller's Temporary Res Lease or		TXR 1910	12/5/11
<input type="checkbox"/> Buyer's Temporary Res Lease		TXR 1911	12/5/11
<input type="checkbox"/> Amendment to Contract		TXR 1903	11/2/15
<input type="checkbox"/> Buyers Rep Agreement (R)		TXR 1501	2/1/18
<input type="checkbox"/> Gen Info Notice to Buyer/Sellers (R)	5 pages	TXR 1506	2/1/18
<input type="checkbox"/> Non-Realty Item Addendum	spa, washers, dryers, fridge	TXR 1924	10/10/11
<input type="checkbox"/> Survey	T47 unless new survey		
<input type="checkbox"/> Residential Real Property Affidavit	T-47	TXR 1907	2/1/10
<input type="checkbox"/> MUD/WCID Notice	if applicable;		
<input type="checkbox"/> Res Service Contract Disclosure	if one is involved in contract	TXR 2513	11/2/15
<input type="checkbox"/> Addendum for Propane Gas Area	if central propane service	TXR 2514	2/10/14
<input type="checkbox"/> Buyer's Walk Through & Acceptance		TXR 1925	1/1/16
<input type="checkbox"/> Notice of Termination of Contract		TXR 1902	11/15/18
<input type="checkbox"/> Notice of Sellers Termination		TXR 1950	8/13/18
<input type="checkbox"/> Release of Earnest Money		TXR 1904	2/6/02