

RESIDENTIAL LISTINGS (SALE OR LEASE) TRANSACTION CHECKLIST

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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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"/> MLS Print Out (R)	Status of "A"		
<input type="checkbox"/> Realist Tax Print Out (R)			
<input type="checkbox"/> Info About Brokerage Services (R)		TXR 2501	11/2/15
<input type="checkbox"/> Listing Agreement (Sale) (R)	OR	TXR 1101	5/1/20
<input type="checkbox"/> Listing Agreement (Lease) (R)		TXR 1102	2/1/18
<input type="checkbox"/> Wire Fraud Warning (R)		TXR 2517	2/1/18
<input type="checkbox"/> Sellers Disclosure (R)	(unless exempt or a lease)	USE SELLERS	SHIELD
<input type="checkbox"/> Addendum For Property... (HOA)		TXR 1922	8/8/14
<input type="checkbox"/> Lead Based Paint Disclosure	If built on or before 1978	TXR 1906	10/10/11
<input type="checkbox"/> Survey	get 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; available on the MUD/WCID site		
<input type="checkbox"/> Res Service Contract Disclosure	if offering one	TXR 2513	11/2/15
<input type="checkbox"/> Energy Audit Notification	City of Austin, 10 yrs or older		
<input type="checkbox"/> Austin Energy Audit	Furnish within 3rd day of option period if applicable		
<input type="checkbox"/> Information About On-Site Sewer	Septic	TXR 1407	1/7/04
<input type="checkbox"/> Addendum for Propane Gas Area	If central propane service	TXR 2514	2/10/14
PRICE CHANGES OR EXTENSIONS			
<input type="checkbox"/> Amendment to Listing		TXR 1404	1/7/04
<input type="checkbox"/> MLS sheet	Reflecting new price or date		
LISTING TERMINATION			
<input type="checkbox"/> Termination of Listing		TXR 1410	4/14/06
<input type="checkbox"/> MLS Sheet			
REFERRALS			
<input type="checkbox"/> Referral Agreement			
<input type="checkbox"/> Tax I.D.	Office W-9		