

Residential Listing Checklist

Required	Form Code	Form Name	Library	Assoc Doc
✓	P1	Real Estate Brokerage in Washington Pamphlet	NWMLS	
✓	1A-SWF	Exclusive Sale And Listing Agreement	NWMLS	
✓	BBC	Buyer Brokerage Offer of Compensation	Epique	
✓	RE-1	Residential Single-Family Data Form	PACMLS	
✓	22E	FIRPTA Certificate	NWMLS	✓
✓	22K	Identification of Utilities	NWMLS	✓
✓	17	Seller Disclosure - Improved Property	NWMLS	✓
✓	P6	Wire Fraud Notice	NWMLS	
✓	Ex A	Exhibit A	Title	✓
✓	Pre-Lim	Preliminary Title Report	Title	
✓	MLS	MLS Print Out	MLS	
	P2	Lead Based Paint Disclosure	NWMLS	
	22J	Lead Based Paint Addendum	NWMLS	
	22S	Septic Addendum	NWMLS	
	22R	Well Addendum	NWMLS	
	22SS	Short Sale Addendum	NWMLS	
	18	Amendment to Exclusive Listing	NWMLS	
	MLSC	MLS Change Form	MLS	
	34	Addendum	NWMLS	
	36	Seller Financing Addendum	NWMLS	
	52	Counter Offer	NWMLS	
	22C	Conditional Release of Listing	NWMLS	
	22Y	Modification of Closing Date	NWMLS	
	42A	Agency Disclosure - Multiple Agents	NWMLS	
	42C	Compensation Disclosure	NWMLS	
	CC&Rs	HOA or CC&R documents	Title	
	Legal	POA/ LLC/ CORP/ other legal entities	client	

Residential Purchase Checklist

Required	Form Code	Form Name	Location	w/ Offer
✓	P1	Real Estate Brokerage in Washington Pamphlet	NWMLS	
✓	41	Buyer Brokerage Services Agreement	NWMLS	
✓	21	Residential Purchase & Sale Agreement	NWMLS	✓
✓	22A or 22EF	Financing Addendum OR Evidence of Funds	NWMLS	✓
✓	22D	Optional Clauses Addendum	NWMLS	✓
✓	22E	FIRPTA Certificate	NWMLS	✓
✓	22F	Home Inspection Notice	NWMLS	✓
✓	22K	Identification of Utilities	NWMLS	✓
✓	22T	Title Contingency Addendum	NWMLS	✓
✓	35	Inspection Addendum	NWMLS	✓
✓	17	Seller Disclosures	NWMLS	✓
✓	Ex A	Exhibit A	Title	✓
✓	P6	Wire Fraud Notice	NWMLS	
✓	Pre-Lim	Preliminary Title Report	Title	
✓	MLS	MLS Print Out	MLS	
	22AA	Appraisal Addendum	NWMLS	
	P2	Lead Based Paint Disclosure	NWMLS	
	22J	Lead Based Paint Addendum	NWMLS	
	22Q	Buyer Pending Sale Addendum	NWMLS	
	90U	Buyer Pending Sale Contingency Notice	NWMLS	
	22B	Buyer Pending Sale Contingency Addendum	NWMLS	
	22R	Well Addendum	NWMLS	
	22S	Septic Addendum	NWMLS	
	35W	Inspection Waiver	NWMLS	
	34	Addendum	NWMLS	
	42A	Agency Disclosure - Multiple Brokers	NWMLS	
	42C	Compensation Disclosure	NWMLS	
	Legal	POA/ LLC/ CORP/ other legal entities	client	

Manufactured (Leased Lot) Listing Checklist

Required	Form Code	Form Name	Library	Assoc Doc
✓	P1	Real Estate Brokerage in Washington Pamphlet	NWMLS	
✓	1A-SWF	Exclusive Sale and Listing Agreement	NWMLS	
✓	BBC	Buyer Brokerage Offer of Compensation	Epique	
✓	RE-1	Residential Single-Family Data Form	PACMLS	
✓	22E	FIRPTA Certificate	NWMLS	✓
✓	22K	Identification of Utilities	NWMLS	✓
✓	17	Seller Disclosure - Improved Property	NWMLS	✓
✓	P6	Wire Fraud Notice	NWMLS	
✓	Title	Title	Title	
✓	Pre-Lim	Preliminary Title Report	Title	
✓	CC&Rs	Mobile Park CC&Rs	Park Office	✓
✓	MLS	MLS Print Out	MLS	
	P2	Lead Based Paint Disclosure	NWMLS	
	22J	Lead Based Paint Addendum	NWMLS	
	22S	Septic Addendum	NWMLS	
	22R	Well Addendum	NWMLS	
	18	Amendment to Exclusive Listing	NWMLS	
	MLSC	MLS Change Form	MLS	
	34	Addendum	NWMLS	
	36	Seller Financing Addendum	NWMLS	
	52	Counter Offer	NWMLS	
	22C	Conditional Release of Listing	NWMLS	
	22Y	Modification of Closing Date	NWMLS	
	42A	Agency Disclosure - Multiple Agents	NWMLS	
	42C	Compensation Disclosure	NWMLS	
	Legal	POA/ LLC/ CORP/ other legal entities	client	

Manufactured (Leased Lot) Purchase Checklist

Required	Form Code	Form Name	Location	w/ Offer
✓	P1	Real Estate Brokerage in Washington Pamphlet	NWMLS	
✓	41	Agency Disclosure for Buyers	NWMLS	
✓	23	Manufactured Home (leased land) Purchase & Sale	NWMLS	✓
✓	22A or 22EF	Financing Addendum OR Evidence of Funds	NWMLS	✓
✓	22D	Optional Clauses Addendum	NWMLS	✓
✓	22E	FIRPTA Certificate	NWMLS	✓
✓	22F	Home Inspection Notice	NWMLS	✓
✓	22K	Identification of Utilities	NWMLS	✓
✓	22MH	Manufactured Home Addendum	NWMLS	✓
✓	22T	Title Contingency Addendum	NWMLS	✓
✓	35	Inspection Addendum	NWMLS	✓
✓	17	Seller Disclosures	NWMLS	✓
✓	Title	Title	Title	
✓	P6	Wire Fraud Notice	NWMLS	
✓	MLS	MLS Print Out	MLS	
	22AA	Appraisal Addendum	NWMLS	
	P2	Lead Based Paint Disclosure	NWMLS	
	22J	Lead Based Paint Addendum	NWMLS	
	22Q	Buyer Pending Sale Addendum	NWMLS	
	90U	Buyer Pending Sale Contingency Notice	NWMLS	
	22B	Buyer Pending Sale Contingency Addendum	NWMLS	
	22R	Well Addendum	NWMLS	
	22S	Septic Addendum	NWMLS	
	35W	Inspection Waiver	NWMLS	
	34	Addendum	NWMLS	
	42A	Agency Disclosure - Multiple Brokers	NWMLS	
	42C	Compensation Disclosure	NWMLS	
	Legal	POA/ LLC/ CORP/ other legal entities	client	

Condo Listing Checklist

Required	Form Code	Form Name	Library	Assoc Doc
✓	P1	Real Estate Brokerage in Washington Pamphlet	NWMLS	
✓	1A-SWF	Exclusive Sale and Listing Agreement	NWMLS	
✓	RE-1	Condominium Listing Input Sheet	NWMLS	
✓	27	Condominium Resale Certificate	NWMLS	✓
✓	BBC	Buyer Brokerage Offer of Compensation	Epique	
✓	Data Form	Residential Single-Family Data Form	MLS	
✓	22E	FIRPTA Certificate	NWMLS	✓
✓	22K	Identification of Utilities	NWMLS	✓
✓	17	Seller Disclosure - Improved Property	NWMLS	✓
✓	P6	Wire Fraud Notice	NWMLS	
✓	Ex A	Exhibit A	Title	✓
✓	PreLim	Preliminary Title Report	Title	
✓	MLS	MLS Print Out	MLS	
	P2	Lead Based Paint Disclosure	NWMLS	
	22J	Lead Based Paint Addendum	NWMLS	
	22S	Septic Addendum	NWMLS	
	22R	Well Addendum	NWMLS	
	18	Amendment to Exclusive Listing	NWMLS	
	MLSC	MLS Change Form	MLS	
	34	Addendum	NWMLS	
	36	Seller Financing Addendum	NWMLS	
	52	Counter Offer	NWMLS	
	22C	Conditional Release of Listing	NWMLS	
	22Y	Modification of Closing Date	NWMLS	
	42A	Agency Disclosure - Multiple Agents	NWMLS	
	42C	Compensation Disclosure	NWMLS	
	CC&Rs	HOA or CC&R documents	Title	
	Legal	POA/ LLC/ CORP/ other legal entities	client	

Condo Purchase Checklist

Required	Form Code	Form Name	Location	w/ Offer
✓	P1	Real Estate Brokerage in Washington Pamphlet	NWMLS	
✓	41	Agency Disclosure for Buyers	NWMLS	
✓	28	Condominium Purchase & Sale	NWMLS	✓
✓	22A or 22EF	Financing Addendum OR Evidence of Funds	NWMLS	✓
✓	22D	Optional Clauses Addendum	NWMLS	✓
✓	22E	FIRPTA Certificate	NWMLS	✓
✓	22F	Home Inspection Notice	NWMLS	✓
✓	22K	Identification of Utilities	NWMLS	✓
✓	22T	Title Contingency Addendum	NWMLS	✓
✓	35	Inspection Addendum	NWMLS	✓
✓	17	Seller Disclosures	NWMLS	✓
✓	Ex A	Exhibit A	Title	✓
✓	P6	Wire Fraud Notice	NWMLS	
✓	MLS	MLS Print Out	MLS	
	22AA	Appraisal Addendum	NWMLS	
	P2	Lead Based Paint Disclosure	NWMLS	
	22J	Lead Based Paint Addendum	NWMLS	
	22Q	Buyer Pending Sale Addendum	NWMLS	
	90U	Buyer Pending Sale Contingency Notice	NWMLS	
	22B	Buyer Pending Sale Contingency Addendum	NWMLS	
	22R	Well Addendum	NWMLS	
	22S	Septic Addendum	NWMLS	
	35W	Inspection Waiver	NWMLS	
	34	Addendum	NWMLS	
	42A	Agency Disclosure - Multiple Brokers	NWMLS	
	42C	Compensation Disclosure	NWMLS	
	Legal	POA/ LLC/ CORP/ other legal entities	client	

Multi-Family Listing Checklist

Required	Form Code	Form Name	Library	Assoc Doc
✓	P1	Real Estate Brokerage in Washington Pamphlet	NWMLS	
✓	1A-SWF	Exclusive Sale And Listing Agreement	NWMLS	
✓	BBC	Buyer Brokerage Offer of Compensation	Epique	
✓	MF-4	Multi-Family Data Form	MLS	
✓	22E	FIRPTA Certificate	NWMLS	✓
✓	22K	Identification of Utilities	NWMLS	✓
✓	17	Seller Disclosure - Improved Property	NWMLS	✓
✓	P6	Wire Fraud Notice	NWMLS	✓
✓	Ex A	Exhibit A	Title	✓
✓	PreLim	Preliminary Title Report	Title	
✓	MLS	MLS Print Out	MLS	
	P2	Lead Based Paint Disclosure	NWMLS	
	22J	Lead Based Paint Addendum	NWMLS	
	22S	Septic Addendum	NWMLS	
	22R	Well Addendum	NWMLS	
	18	Amendment to Exclusive Listing	NWMLS	
	MLSC	MLS Change Form	MLS	
	34	Addendum	NWMLS	
	36	Seller Financing Addendum	NWMLS	
	52	Counter Offer	NWMLS	
	22C	Conditional Release of Listing	NWMLS	
	22Y	Modification of Closing Date	NWMLS	
	42A	Agency Disclosure - Multiple Agents	NWMLS	
	42C	Compensation Disclosure	NWMLS	
	CC&Rs	HOA or CC&R documents	Title	
	Legal	POA/ LLC/ CORP/ other legal entities	client	

Multi-Family Purchase Checklist

Required	Form Code	Form Name	Location	w/ Offer
✓	P1	Real Estate Brokerage in Washington Pamphlet	NWMLS	
✓	41	Agency Disclosure for Buyers	NWMLS	
✓	20	Multi-Family Purchase & Sale Agreement	NWMLS	✓
✓	22A or 22EF	Financing Addendum OR Evidence of Funds	NWMLS	✓
✓	22D	Optional Clauses Addendum	NWMLS	✓
✓	22E	FIRPTA Certificate	NWMLS	✓
✓	22F	Home Inspection Notice	NWMLS	✓
✓	22K	Identification of Utilities	NWMLS	✓
✓	22T	Title Contingency Addendum	NWMLS	✓
✓	35	Inspection Addendum	NWMLS	✓
✓	17	Seller Disclosures	NWMLS	✓
✓	Ex A	Exhibit A	Title	✓
✓	P6	Wire Fraud Notice	NWMLS	
	MLS	MLS Data Printout	MLS	
	22AA	Appraisal Addendum	NWMLS	
	P2	Lead Based Paint Disclosure	NWMLS	
	22J	Lead Based Paint Addendum	NWMLS	
	22Q	Buyer Pending Sale Addendum	NWMLS	
	90U	Buyer Pending Sale Contingency Notice	NWMLS	
	22B	Buyer Pending Sale Contingency Addendum	NWMLS	
	22R	Well Addendum	NWMLS	
	22S	Septic Addendum	NWMLS	
	35W	Inspection Waiver	NWMLS	
	34	Addendum	NWMLS	
	42A	Agency Disclosure - Multiple Brokers	NWMLS	
	42C	Compensation Disclosure	NWMLS	
	Legal	POA/ LLC/ CORP/ other legal entities	client	

Vacant Land Listing Checklist

Required	Form Code	Form Name	Library	Assoc Doc
✓	P1	Real Estate Brokerage in Washington Pamphlet	NWMLS	
✓	1A-SWF	Exclusive Sale And Listing Agreement	NWMLS	
✓	BBC	Buyer Brokerage Offer of Compensation	Epique	
✓	LD-2	Land Data Form	MLS	
✓	22E	FIRPTA Certificate	NWMLS	✓
✓	22K	Identification of Utilities	NWMLS	✓
✓	17	Seller Disclosure - Improved Property	NWMLS	✓
✓	P6	Wire Fraud Notice	NWMLS	✓
✓	Ex A	Exhibit A	Title	✓
	PreLim	Preliminary Title Report	Title	
✓	MLS	MLS Print Out	MLS	
	P2	Lead Based Paint Disclosure	NWMLS	
	22J	Lead Based Paint Addendum	NWMLS	
	22S	Septic Addendum	NWMLS	
	22R	Well Addendum	NWMLS	
	18	Amendment to Exclusive Listing	NWMLS	
	MLSC	MLS Change Form	MLS	
	34	Addendum	NWMLS	
	36	Seller Financing Addendum	NWMLS	
	52	Counter Offer	NWMLS	
	22C	Conditional Release of Listing	NWMLS	
	22Y	Modification of Closing Date	NWMLS	
	42A	Agency Disclosure - Multiple Agents	NWMLS	
	42C	Compensation Disclosure	NWMLS	
	CC&Rs	HOA or CC&R documents	Title	
	Legal	POA/ LLC/ CORP/ other legal entities	client	

Vacant Land Purchase Checklist

Required	Form Code	Form Name	Location	w/ Offer
✓	P1	Real Estate Brokerage in Washington Pamphlet	NWMLS	
✓	41	Agency Disclosure for Buyers	NWMLS	
✓	25	Residential Purchase & Sale Agreement	NWMLS	✓
✓	22A or 22EF	Financing Addendum OR Evidence of Funds	NWMLS	✓
✓	22D	Optional Clauses Addendum	NWMLS	✓
✓	22E	FIRPTA Certificate	NWMLS	✓
✓	22F	Home Inspection Notice	NWMLS	✓
✓	22K	Identification of Utilities	NWMLS	✓
✓	22LA	Land and Acreage Addendum	NWMLS	✓
✓	22T	Title Contingency Addendum	NWMLS	✓
✓	35F	Feasibility Contingency Addendum	NWMLS	✓
✓	17	Seller Disclosures	NWMLS	✓
✓	Ex A	Exhibit A	Title	✓
✓	P6	Wire Fraud Notice	NWMLS	
✓	MLS	MLS Data Printout	PACMLS	
	22AA	Appraisal Addendum	NWMLS	
	P2	Lead Based Paint Disclosure	NWMLS	
	22J	Lead Based Paint Addendum	NWMLS	
	22Q	Buyer Pending Sale Addendum	NWMLS	
	90U	Buyer Pending Sale Contingency Notice	NWMLS	
	22B	Buyer Pending Sale Contingency Addendum	NWMLS	
	22R	Well Addendum	NWMLS	
	22S	Septic Addendum	NWMLS	
	35W	Inspection Waiver	NWMLS	
	34	Addendum	NWMLS	
	42A	Agency Disclosure - Multiple Brokers	NWMLS	
	42C	Compensation Disclosure	NWMLS	
	Legal	POA/ LLC/ CORP/ other legal entities	client	