



Transaction Checklist

Transaction Number _____

Date: _____ Sales Price: _____ MLS #: _____

Address: _____

Listing Office: _____ Agent: _____

Selling Office: _____ Agent: _____

Buyer: _____ Seller: _____

Amount of Total Earnest Money: _____ Check #: _____ Deposit Date: _____

Contract Date: _____ Closing Date: _____

SA LA Both

Required Documents

Agency Agreement (ERS, Buyer Broker, Limited Agency, Short Sale Addendum, Any Other Addenda)

***Signed Before REPC*:** _____

WFRMLS Listing Input Form (plus any subsequent listing change forms): _____

MLS Printout: _____

Lead Based Paint Disclosure (if built before 1978): _____

Seller Property Condition Disclosures: _____

HOA Information (Minutes, Budget, CC&Rs): _____

Title Report (and Plat if available): _____

Copy of Lease, Rental or Property Management Agreements: _____

Under Contract Report: _____

Real Estate Purchase Contract: _____

Addenda (E. g. FHA/VA Addendum, Lead Based Paint addendum, etc.): _____

Copy of Earnest Money: _____

Buyer Due Diligence Checklist: _____

For Your Protection Home Inspection: _____

Home Warranty or Waiver: _____

Other: _____

FSBO Agreement: _____

Referral Agreement and W9: _____

Signed Document Receipt: _____

Settlement Statements: _____

Copy of Commission Check (From Title): _____

Copy of Commission Check (To Agent): _____

Agent Comments: _____

Broker Comments: _____