



**SALES CHECKLIST**

MLS#  SELLER (LAST):  BUYER:

PROPERTY ADDRESS:

LISTING AGENT(S)  CELL#

EXPIRATION OF OFFER

ESCROW INFO

**ADMIN**

- |  |                          |
|--|--------------------------|
| <input type="checkbox"/> MLS PRINTOUT OF LISTING                                     | <input type="checkbox"/> |
| <input type="checkbox"/> LENDER PRE-APPROVAL LETTER                                  | <input type="checkbox"/> |
| <input type="checkbox"/> PURCHASE AND SALE AGREEMENT                                 | <input type="checkbox"/> |
| <input type="checkbox"/> LAW OF AGENCY ACKNOWLEDGMENT FORM (42)                      | <input type="checkbox"/> |
| <input type="checkbox"/> COUNTER OFFERS (IF APPLICABLE)                              | <input type="checkbox"/> |
| <input type="checkbox"/> FINANCING ADDENDUM (22A)                                    | <input type="checkbox"/> |
| <input type="checkbox"/> OPTIONAL CLAUSES ADDENDUM (22D)                             | <input type="checkbox"/> |
| <input type="checkbox"/> LEAD BASE PAINT DISCLOSURE (22J)                            | <input type="checkbox"/> |
| <input type="checkbox"/> UTILITIES ADDENDUM (22K).                                   | <input type="checkbox"/> |
| <input type="checkbox"/> INSPECTION ADDENDUM (35) INSPECTION ADDENDUM RESPONSE (35R) | <input type="checkbox"/> |
| <input type="checkbox"/> AUTOMATIC EXTENSION 22REGZ                                  | <input type="checkbox"/> |
| <input type="checkbox"/> INSPECTOR REFERRAL FORM 41D                                 | <input type="checkbox"/> |
| <input type="checkbox"/> OTHER ADDENDA   | <input type="checkbox"/> |
| <input type="checkbox"/> SELLER DISCLOSURE STATEMENT (17 & 17C) SEP. FROM P&S        | <input type="checkbox"/> |
| <input type="checkbox"/> SIGNED OR INITIALED & DATED LEGAL DESCRIPTION – MANDATORY   | <input type="checkbox"/> |
| <input type="checkbox"/> COPY OF EARNEST MONEY RECEIPT IN BY ESCROW – MANDATORY      | <input type="checkbox"/> |
| <input type="checkbox"/> COMMISSION DISBURSEMENT FORM                                | <input type="checkbox"/> |
| <input type="checkbox"/> PRELIM. OR TITLE INCLUDED                                   | <input type="checkbox"/> |
| <input type="checkbox"/> PROVIDED COMPLETE COPY OF PACKAGE TO SELLER                 | <input type="checkbox"/> |
| <input type="checkbox"/> INSPECTION REFERRAL POLICY                                  | <input type="checkbox"/> |

**OFFICE USE ONLY**

- COMMISSION DISB. WORKSHEET FAXED TO ESCROW (ALL FAX CONFIRM SHEETS SHOULD BE INCLUDED IN FILES)
- HUD STATEMENT RECEIVED AND FILED
- COMMISSION CHECK RECEIVED FROM ESCROW
- COMMISSION PAYMENT DISBURSED TO AGENT

**PLACE LISTING PAPERWORK ALONG WITH IT'S COVER SHEET IN THE INBOX ON GREG'S DESK**