



Agent Check List  
Listing / Sales

Agent: \_\_\_\_\_

Property: \_\_\_\_\_

**New Listing**

- \_\_\_\_\_ Warranty Acceptance / Declination
- \_\_\_\_\_ Business Disclosure
- \_\_\_\_\_ Sign Request Form
- \_\_\_\_\_ Seller Disclosure Statement
- \_\_\_\_\_ MLS Data Entry Form
- \_\_\_\_\_ Exclusive Right of Sale Agreement
- \_\_\_\_\_ HOA Disclosure (if any)
- \_\_\_\_\_ Condo Questionnaire (if any)
- \_\_\_\_\_ Showing Instruction Form
- \_\_\_\_\_ Commission / Escrow Form
- \_\_\_\_\_ Instructions to Closing Agent

**New Contract**

- \_\_\_\_\_ Warranty Acceptance / Declination
- \_\_\_\_\_ Business Disclosure
- \_\_\_\_\_ Lead Based Paint Addendum (houses prior to 1978 only)
- \_\_\_\_\_ Agency Agreement
- \_\_\_\_\_ Contract for Sale and Purchase
- \_\_\_\_\_ Signed Seller Disclosure
- \_\_\_\_\_ Commission / Escrow Form
- \_\_\_\_\_ Beyond the Scope of Services Disclosure
- \_\_\_\_\_ HOA / Community Disclosure (if any)
- \_\_\_\_\_ Condo Rider (if any)
- \_\_\_\_\_ Mold Addendum to Contract
- \_\_\_\_\_ Buyer / Seller Cost Sheet
- \_\_\_\_\_ Instructions to Closing Agent
- \_\_\_\_\_ Estimated Cost Sheet (optional)

Title Company: \_\_\_\_\_

Phone#: \_\_\_\_\_

Lender: \_\_\_\_\_

Phone#: \_\_\_\_\_

Bldg Inspector: \_\_\_\_\_

Phone#: \_\_\_\_\_

Be advised that failure to secure 1) agency disclosure; 2) lead based paint addendum; 3) business disclosure could result in your commission being withheld. A **minimum of \$10,000 fines** could apply.