

SALES FILE CHECKLIST

(REV 7/14)

Files must be complete and contain original documents, No paychecks will be issued for incomplete files, No exceptions.

Property Address _____ MLS # (If applicable) _____

Agent's name _____ phone # _____

Other agent involved _____ office name & phone# _____

Buyer(s): _____ Seller(s) _____

ESCROW# _____

Escrow Company: _____ Escrow Officer: _____

Escrow Phone#: _____ Escrow Fax: _____

Mortgage Company & Phone # _____

Loan Officer Name & Phone # _____

Date Opened File _____ Date Closed _____

The following documents must be in your file, submit them electronically or hard paper

- ___ 1.) Purchase agreement with all counter offers and addendums signed by all parties.
- ___ 2.) Copy of earnest money (posted & dated by escrow company)
- ___ 3.) Duties Owed & Confirmation
- ___ 4.) Consent to Act (If dual agency)
- ___ 5.) Buyer's Pre-approval letter or other financial document financially qualifying the buyer.
- ___ 6.) Escrow instructions
- ___ 7.) Preliminary title report
- ___ 8.) Net sheet/Settlement statement
- ___ 9.) Seller's Real Property Disclosure (SRPD), signed by all parties involved
- ___ 10.) Waiver of NRS 113 "As is Addendum" (If applicable)
- ___ 11.) MLS printout-ER, P, S, status (if applicable)
- ___ 12.) Tax Star (if applicable)
- ___ 13.) Common Interest Communities Disclosure (CIC) and all addendums
- ___ 14.) Other Homeowner's Association Disclosure
- ___ 15.) Receipt of association documents-Certificate of resale (if applicable)
- ___ 16.) Buyer Brokerage Agreement (If applicable)
- ___ 17.) Lead Based paint disclosure (If applicable, pre-1978)
- ___ 18.) Mold Disclosure
- ___ 19.) For your protection, get a home inspection form (HUD form)
- ___ 20.) Broker Inspection Recommendation Form signed by buyer OR denial of home inspection statement (certified home inspection, pest/scorpion, structure, pool, roof, well, septic, etc.).
- ___ 21.) Home Warranty information OR Waiver/Decline of coverage signed by buyer
- ___ 22.) Any rental agreements prior to close (if applicable)
- ___ 23.) Walk-Through (signed by all parties)
- ___ 24.) Communication log/Correspondence
- ___ 25.) Any other documents, appraisals or disclosures that may be necessary to provide a complete report for a comprehensive review of the transaction.

Agents: Protect yourselves; always keep accurate and thorough records just in case you need to review any of your past transaction. Your case is only as good as your records.