

SALE FILE CHECKLIST

PROPERTY ADDRESS & CITY _____

UNIT # _____

Seller _____

Buyer _____

HC MLS #: _____

LISTING AGENT & BROKERAGE _____

Telephone _____

Contract Date: _____

Closing Date: _____

Sale Price: _____

Commission Due HVR: _____

Other MLS Name, #: _____

BUYER'S AGENT & BROKERAGE _____

Telephone _____

**REQUIRED
DOCS
FOR FILE**
NOTES

| Enter "X" or "n/a" or "none" | HVR LISTING PAPERWORK | Date Received | (Explain exceptions, special cases, etc.) |
|-------------------------------------|--|---------------|---|
| | Signed Exclusive Listing Agreement <i>(or Commission Agreement with Agency declaration)</i> | | |
| | Lead Paint Addendum signed by Seller <i>(if applicable)</i> | | |
| | Informed Consent to Dual Agency by Seller <i>(if applicable)</i> | | |
| | Copy of MLS Listing <i>(incl. Waiver if applicable)</i> | | |
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| | | | |
| CONTRACT / CLOSING PAPERWORK | | | |
| | Contract signed by Buyer and Seller | | |
| | Proof of CIS to Buyer <i>(if non-NJAR contract)</i> | | |
| | Window Guard, Meghan's Law, Atty advisory, Wire fraud <i>(if non-NJAR contract)</i> | | |
| | Informed Consent to Dual Agency, Buyer <i>(if applicable)</i> | | |
| | Lead Paint countersigned by Buyer <i>(if applicable)</i> | | |
| | Copies of all checks, deposits, transfers received and/or sent | | |
| | Escrow Transaction Sheet <i>(if applicable)</i> | | |
| | Closing Disclosure / Settlement Statement <i>(signed, final)</i> | | |
| | Agent Commission Worksheet | | |
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