



### Broker Sales Checklist

ALL COPIES MUST BE COMPLETE & CLEARLY LEGIBLE  
**INITIAL PAPERWORK MUST BE TURNED IN WITHIN 48 HOURS**  
TURN IN EVERYTHING RELATED TO THE TRANSACTION

**Address:** \_\_\_\_\_

	<b>FORM:</b>	<b>DESCRIPTION:</b>
	Form 21	*Residential Purchase & Sale Agreement pages 1-5
	Form 28	*Condo Purchase & Sale Agreement ( <i>Must have receipt of re-sale certificate or public offering statement loaded in file</i> )
	Form 22A	Financing Addendum
	Form 220	Optional Clauses Addendum
	Form 22J	*Disclosure of Info Lead-Based Paint and Hazards ( <i>Must have for homes built prior to 1978 or else \$10,000 fine</i> )
	Form 22K	Identification of Utilities Addendum
	Form 22T	Title Contingency Addendum
	Form 22SS	Short Sale Addendum
	Form 17	*Seller Disclosure Statement - Improved Property ( <i>Must deliver to buyer within 5 business days of mutual acceptance</i> )
	Form 17C	Seller Disclosures Statement - Unimproved Property ( <i>Commercial/Vacant Land</i> )
	Form 17 Exempt	*Exempt from Property Disclosure ( <i>Letter explaining exemption with seller initials, upload to Transaction Desk</i> )
	Form 35	Inspection Addendum
	Form 35R	Inspection Response for Form 35
	Form 410	**Inspector Referral Disclosure ( <i>To be given at the beginning of the relationship with 3 home inspector referrals</i> )
	Exhibit A	*Legal Description Initialed by Both Parties (Copy of Deed)
	Form 89	*Earnest Money Receipt at the time of receiving check from buyer or equivalent ( <i>Must have a copy of Earnest Money Check in Transaction Desk</i> )
	Check	*Earnest Money Escrow Deposit Receipt ( <i>Buyer must deliver to Escrow within 3 days of mutual acceptance</i> )
	Receipt	*Earnest Money Escrow Deposit Receipt ( <i>Check must be deposited in Escrow within 3 days of mutual acceptance, upload in Transaction Desk</i> )
	Disclosures	*Include all appropriate to your transaction ( <i>Lead-Based Paint/Law of Real Estate Agency/Guide to Obtaining a Home Inspection Notice/Affiliated Business Disclosure</i> )
		**Copy of the Listing from MLS
		**Copy of Preliminary Title
		* *Copy of Mutual Acceptance doc ( <i>upload to Transaction Desk</i> )

\*STATE REQUIRED  
\*\*SPNW REQUIRED

**DEADLINES:**

\_\_\_\_\_ \*Mutual Acceptance  
\_\_\_\_\_ \*Closing Date

\_\_\_\_\_ \*Earnest Money Check  
\_\_\_\_\_ \*Earnest Money Escrow Deposit Receipt