



## DOCUMENT RETENTION COMPLIANCE FORM

This document and copies of those documents set forth in Section 2 below must be kept for a minimum of three (3) years.\*

### Section 1: Required Information

Seller's Name: \_\_\_\_\_

Seller's Address: \_\_\_\_\_

Buyer's Name: \_\_\_\_\_

Buyer's Address: \_\_\_\_\_

Amount of Commission paid to broker: \$ \_\_\_\_\_

Gross profit realized by broker if purchased by broker for resale: \$ \_\_\_\_\_

### Section 2: Required Documents

**Include copies of the following documents:**

\_\_\_ Listing Agreement, Commission Agreement or Buyer-Broker Agreement

\_\_\_ Agency Disclosure Form

\_\_\_ Lead Paint Disclosure Form (required under Federal Law if structure built prior to 1978)

\_\_\_ Broker prepared contract/binder (if applicable). If contract/binder is not prepared by broker, complete the following section:

#### **COMPLETE THIS SECTION ONLY IF BROKER DID NOT PREPARE PURCHASE CONTRACT/BINDER**

Purchase Price: \$ \_\_\_\_\_

Amount of deposit (if collected by broker): \$ \_\_\_\_\_

\*This form is based upon the requirements of 19 NYCRR §175.23 and 24 CFR 35.92 (c) and represents the bare minimum of what should be retained. Brokers are advised to consult with their legal, tax and financial professionals for other requirements.