



Address \_\_\_\_\_

Name of Agent(s) and Co-Agent(s): \_\_\_\_\_

Name of Corresponding R/E Broker Office (If applicable): \_\_\_\_\_

Names of Buyer's: \_\_\_\_\_  
And Sellers \_\_\_\_\_

**Listing and Buyer's Checklist:** *Note: If answer is NO or NA fill out the comment section*

- Original Listing Contract Yes / No / NA Comment \_\_\_\_\_

- Exclusive Listing agreement & MLS exclusive certification if Applicable Yes / No / NA Comment \_\_\_\_\_

- Original Rental Deposit Form Yes / No / NA Comment \_\_\_\_\_

- Orig. Seller Agency Disclosure/Acknowledgment Yes / No / NA Comment \_\_\_\_\_

- Orig. Buyer's Agency Disclosure/Acknowledgement Yes / No / NA Comment \_\_\_\_\_

- Orig. Lead Paint Disclosure & Brochure Given Out Yes / No / NA Comment \_\_\_\_\_

- Original/Copy Property Condition Disclosure Forms Yes / No / NA Comment \_\_\_\_\_

- Sellers / Buyers Rights on Property Condition Disclosure Yes / No Comment \_\_\_\_\_

- Mortgage Referral Disclosure & Copy of Compensation Yes / No / NA Comment \_\_\_\_\_

- Copy of all Advertisements (Signed off by broker) Yes / No / NA Comment \_\_\_\_\_

- Copy of MLS Computer Printout Page & Report of Transaction To MLS if Applicable Yes / No / NA Comment \_\_\_\_\_

- Copy of Sales Agreement Yes / No Comment \_\_\_\_\_

- Copy of this Checklist (Filled out) & Copy of Check Yes / No Comment \_\_\_\_\_

- Copy of Referral or Co-Brokerage Paperwork Yes / No / NA Comment \_\_\_\_\_

- Copy of Commission Agreement Yes / No / NA Comment \_\_\_\_\_

- Copy of MLS/ \_\_\_\_\_ inder and/or Offer Sheet Yes/ No / NA Comment \_\_\_\_\_  
**Closing Commi rt:**

**Circle one:** Selling/Showing Agent Buying Broker's Agent Listing Agent Both List and Sell

**Total Commissions:** \$ \_\_\_\_\_ Check#: \_\_\_\_\_ **MLS#:** \_\_\_\_\_

**Payout %:** \_\_\_\_\_ **Expenses:** Fees/Dues: \$ \_\_\_\_\_ Co-Broker / Referral Fee \$ \_\_\_\_\_

**Office Use Only:** NET PAYOUT \$ \_\_\_\_\_ **DATE of Deposit :** \_\_\_\_\_ **CHECK#:** \_\_\_\_\_