



DOCUMENT CHECKLIST
Listing/ Purchase Offer / Disclosures

Use this form as a guideline for required documentation. All documents must be placed in our online paperless system within 48 hours of ALL new Listings or Escrows.

	Buyer		Seller	
Listing Agreement				
Offer to Purchase				
Agency Disclosure				
Agency Confirmation				
Transfer Disclosure				

ESCROW DOCUMENTS

Escrow Instructions				
Final HUD/ Check				
CC&R's / HOA Docs				
VA/FHA Amendment				
Seller Financing				

Please Make Sure All Documents Are **LEGIBLE & FULLY EXECUTED** Before Uploading!

ADDITIONAL FORMS CHECKLIST

Buyer	Seller	Form Name	Completed?		
		NHD-II (Environmental Disclosure)			
		Preliminary Title Report			
		Termite Inspection Report		Clearance	
		Seller's Affidavit of Non-Foreign Status			
		Lead-Based Paint Hazard Disclosure			
		Smoke Detector Statement of Compliance			
		Water Heater Statement of Compliance			
		Environmental Hazard Book Receipt			
		City or Area Specific Disclosures - - - -			
		Purchase Contract Addendum			
		Transfer Disclosure			

DOCUMENTS OUTSTANDING PROCEDURES AND FILE AUDITS

All files will be audited at least twice during the escrow process – Once when we receive the commission instructions and when the commission check is received to our office. Please check our online escrow system for any comments from the Broker and/or Coordinator.

FAX DOCUMENTS TO: (877) BID-4-FAXES (243-4329)