

Buyer's Transaction Checklist

All fully executed documentation is to be submitted for broker approval within 2 business days of execution to avoid possible fines and/or other sanctions. Note: It may take as much as three days for a submitted document to be processed and placed in its transaction file (except for the closing packet). Please plan accordingly.

MANDATORY FORMS (In the following order)

- _____ Cover Sheet**
- _____ Commission Distribution Order**
- _____ Duties Owed Form (ours)**
- _____ MLS Detail "Tear" Sheet (C or P Status)
- _____ Tax Report (Tax Star or County Printout)**
- _____ Confirmation of Agency**
- _____ Completed Offer & Acceptance with all addenda & counters**
- _____ Cost Sheet/Good Faith Estimate**
- _____ Residential Disclosure Guide**
- _____ Home Inspection Summary/Waiver
- _____ Home Warranty Disclosure or Order
- _____ SRPD/NRS 113 Waiver of Rights
- _____ MLS Detail "Tear" Sheet/MLS withhold form (S Status)
- _____ Final Walk Thru/New Home Orientation**
- _____ HUD1 (From Closing Packet)**
- _____ Escrow Instructions (From Closing Packet)**

** Documentation needed for a new construction

MANDATORY "IF APPLICABLE" FORMS

As real estate professionals, agents are expected to personally review each transaction and include disclosures and/or addenda as are necessary. NOTE: Proper disclosure of all "material facts" may require additional disclosures not listed here. Please contact your broker for advice and direction if needed.

- _____ CIC Addendum to Purchase Agreement
- _____ CIC Certificate of Resale
- _____ Buyer's Agency Agreement
- _____ Lead Based Paint Disclosure (Pre 1978)
- _____ Consent to Act (for dual agency)
- _____ Mold Disclosure/waiver
- _____ Construction Defect Disclosure/waiver
- _____ Beltway Disclosure
- _____ Neighborhood Noise & Nuisance Disclosure
- _____ Equal Opportunity Disclosure
- _____ EMD Disclosure
- _____ Pest/Scorpion Disclosure
- _____ All MLS change order forms (or equivalent)
- _____ Other disclosures of "Material Fact" as may be necessary

Property Address:

ROSE Agent:

Broker Approval _____ Date _____