



Signed Contract & Earnest Money Receipt must be turned in to Corporate within 48 Hrs.

Agents Sales Contract Checklist

Address: _____ **City:** _____ **Zip:** _____ **Seller:** _____

Buyer: _____ **Agent:** _____ **Date:** _____

- Forms Required:**
- ADRE requires more legible copy of the Contract
 - Agency Disclosure
 - Buyer's Advisory (only last page with signatures/dates)
 - Buyers Inspection Notice & Sellers Response
 - CLUE-Insurance Claims History Receipt
 - Contract Information Sheet
 - Earnest Money Receipt
 - FHA For Your Protection Get a Home Inspection
 - Final Walk-Through (signed just prior to closing)

- Forms Required:**
- Letter to ADRE explaining why file turned late
 - Loan Status Report
 - MLS Printout showing change to Pending/AWC
 - Pool Safety Notice
 - Residential Disclosure & Release
 - Seller's Property Disclosure Statement
 - Surprise-Luke Notification Map
 - WQARF MAP - Active Remedial Project Map

- LEAD BASED PAINT DISCLOSURE (Required if built prior to 1978)** _____ Cannot be signed in counter-part
- Line A.1 OR A.2 needs to be checked by Seller _____ Line B.1 OR B.2 needs to be checked by Seller
 - Seller's initials required on lines: _____ Buyer's initials required on lines: _____
 - Buyer to check ONE BOX under line F
 - Initials needed at line G from: Listing Agent _____ Coop/Buyer's Agent _____
 - Signature/Date needed from: Seller _____ Buyer _____ Listing Agent _____ Coop/Buyer's Agent _____

Forms are required to be turned into Corporate if they are used in the transaction, or are applicable to the transaction.

Notes to Broker:
