



# Sale Contract Checklist



Property Address: \_\_\_\_\_

\_\_\_\_\_ File No: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Client Name(s): \_\_\_\_\_ MLS #: \_\_\_\_\_

Acceptance Date: \_\_\_\_\_ Closing Date: \_\_\_\_\_

Property Type:  SFR  SFRNC  MSFR  MH  TH/C  TH/CNC  Res. Inc.  Co-op  
 New Construction  Unrepresented Seller  Land/Lot  Commercial

MLS Status Change: Contingent \_\_\_\_\_ CAPA \_\_\_\_\_ Pending \_\_\_\_\_ Sold \_\_\_\_\_

Type of Transaction <input type="checkbox"/> New Lines # 1 - 12 should be completed within three (3) days	Listing Sold	Buyer Sale	Agent check if Attached	Manager Check if Missing: Notes or Requirements	Check if Received
1. MLS Printout, URS Flyer or Assessor's Page	X	X			
2. Earnest Money Receipt	X	X			
3. Purchase Contract Fully Signed & Initialed	X	X			
4. Signed Counter Offer(s) - Total Number ( )	X	X			
5. Addenda - Circle if Included in File: Affidavit of Disclosure Wastewater Add GV/Sahuarita Add, HOA Condo/Planned Community Add, Clause Add, As-Is Add, Buyer Contingency Add	X	X			
6. Loan Status Report (LSR)	X	X			
7. Lead Based Paint Disclosure (All Parties Signed as Req.)	X	X			
8. Real Estate Agency Disclosure and Election		X			
9. Limited Dual Agency	X	X			
10. Buyer's Advisory					
11. Buyer Broker Employment Agreement		X			
12. Comparable Market Analysis		X			
Lines # 13 - 29 Turn in day of Closing					
13. Estimated Closing Cost Sheet	X	X			
14. Property Verification Form	X	X			
15. SPDS (Residential / Land / Commercial / Well)	X	X			
16. Buyer's Receipt & Acknowledgment of HOA Docs	X	X			
17. Insurance Claims History (C.L.U.E.)	X	X			
18. Copy of Home Inspection Report	X	X			
19. Termite Inspection Report	X	X			
20. Buyers Inspection Notice and Sellers Response (BINSR)	X	X			
21. Circle if Included in File: Septic, Flood Cert., Well Cert., Supplemental Closing Instructions, Roadway Agreement, Power of Atty, Home Warranty, Mold Disclosure, FHA/HUD Inspection, Pool, Airport, SuperFund, Permit Disclosure, PB Pipe	X	X			
22. Preliminary Title Report	X	X			
23. Seller's HOA Information & Request	X	X			
24. New Construction: Receipt for Public Report	X	X			
25. New Construction: Contract signed by Seller, Commission Agreement, Site Map, Copy of 5 Year Pre-Treatment	X	X			
26. Cure Notice(s)		X			
27. Final Walkthrough	X	X			
28. DFT - Escrow Cancellation Instructions (Earnest Money?)	X	X			
29. Commission Report	X	X			
30. Status Report Form (Closed)	X				
31. Final Signed HUD	X	X			
32. Comments:					

