

TRANSACTIONS CHECKLIST

The Broker reviews all transactions. The following is a checklist of **items required** for a new transaction file. Check off each item, complete your package, and turn in to the Transaction Coordinator. Please staple all together in the upper left corner. All transactions are required to be turned in at the time of the first initiation of an offer, and each counter/addendum as initiated/signed.

New Transactions – Listing & Selling Agent:

MLS Sheet (full print)

Reservation Agreement (only if reservation taken)

Blue Brochure (required on ALL transactions Listing/Selling side even if NON-Rep, or doing a reservation, or for FSBO). Must be signed and dated.

Exclusive Buyers Representation Agreement / Dual Agency (required on ALL transactions Buyer side, or doing a reservation. (Buyer side, not required if NON-Rep.) Must be signed and dated by the Buyer and Agent.

Exclusive Seller Representation Agreement (required on ALL in-house transactions Seller side, or doing a reservation. (Required even if it is a pocket listing or not in MLS). Must be signed and dated by the Seller and Agent.

Purchase & Sale Agreement (any and all attachments to contract)

Earnest Money Check (payable to:TSSIR Trust) / Promissory Note if Check not attached or bank wire being done if EM – (Canadian Funds should be Bank Wired for accurate amounts. The Trust Account cannot pay any fees, so Canadian buyers should be made aware that the end funds received after conversion to U.S. Dollars and any fees must be exact EM amount per Purchase & Sale).

Property Disclosure / Addendum or New Construction Property Disclosure

Mold Addendum

Lead Paint Brochure

Lead Paint Disclosure

Referral Agreements

Accepted Transactions – Listing/Selling Agent:

REMINDER: WE HAVE ONLY 24 HOURS AFTER ACCEPTANCE TO DEPOSIT EARNEST MONEY.

Purchase & Sale Agreement signed and dated by all parties including all attachments to contract.

Counters & Addenda (if any)

Property Disclosure/Addendum or New Construction Property Disclosure (if not previously turned in)

Mold Addendum

Lead Paint Brochure (if not previously turned in)

Lead Paint Disclosure (if not previously turned in)

Referral Agreements (if not previously turned in)

\$100.00 Fine for late paperwork. All transaction paperwork to be turned in as generated and before closed. IREC fines could also be levied for EM not turned in on time fore deposit, signatures and/or dates not completed and licensed agent buying or selling not being disclosed.

Reminder: Trust funds are not available for distribution until eleven working days from deposit date unless bank-wired directly to trust account. Funds are then available the next business day. All EM or non-refundable monies disbursed must now have a receipt from seller acknowledging they have received the funds.