



**NEW SALE CHECKLIST (YOU ARE THE Listing Agent)
(YOU ARE THE LISTING AGENT AND SOMEONE ELSE SOLD IT FOR YOU) OR
YOU SOLD IT YOURSELF IN WHICH CASE YOU AND THE BROKER ARE BOTH DUAL AGENTS- DO
NOT FORGET THE DUAL AGENCY DISCLOSURE BELOW.**

Note: This form shall be used as a check list. Those documents indicated with a double asterisk () must be turned in with each Agreement of Sale File.**

PROPERTY: _____

AGENT: _____

1. _____ Copy of THIS checklist
2. _____ PAN and HSA Form
3. _____ BLUE SHEET or GREENSHEET(electronic)– *This must be completely filled out to process through our Keller Williams System ***
4. _____ Copy of executed Agreement of Sale by Buyer and Seller **
5. _____ BFI, Mortgage Pre-Approval, or Mortgage Pre-Qualification from Buyer **
6. _____ Updated copy of executed Estimated Cost of Settlement **
(The closing costs estimate at the time of listing is NOT sufficient.)
7. _____ Copy of Seller's Property Disclosure signed by BOTH Buyer and Seller **
8. _____ Residential Lead-Based Paint Hazards Disclosure Form (LPD) (for all properties built before 1978**
9. _____ Dual Agency Disclosure - **MUST USE** for In House Sales or disclosed on page 1 of AOS
10. _____ Deposit Check and copy of W-9 (if applicable). ** (Note Address on check)
Also, Attach check to Escrow Deposit Form and complete info on form
Copy of 2nd Deposit check when available, if applicable.
11. _____ Home Warranty if included in Agreement of Sale and not previously "accepted" at time of listing
**
12. _____ If Applicable: Seller's Power of Attorney approved by Title Company **
13. _____ Trend MLS "Pending or A/C" print out-PLACED IN THE RECEPTIONIST'S TRAY AT THE FRONT DESK
** OR Other appropriate change of status.
14. _____ Home Inspection Compliance Statement (especially for unknown inspectors)
15. _____ Consumer Wire Fraud Advisory
16. _____ U&O Ordered