

CONTRACT COMPLIANCE CHECKLIST

___ Sale, Date Contract Ratified (When initialed ratified by L.A. or S.A.) ___ / ___ / ___
___ Listing, List Date ___ / ___ / ___ Exp. Date ___ / ___ / ___ Brokerage Agreement Type: ___ (SAER) ___ (LRER) ___ (ICER)
CVRMLS LIST# _____ LOCKBOX # _____ SHACKLE CODE _____ CBS _____

REFERRAL TRANSACTION

Referral, Inbound ___ Outbound ___, Company & Agent: _____
Agent Tel. _____, Fax _____, Email: _____, Referral Fee Amount: ___ % or \$ ___
Name of Escrow Co. Closing Referral: _____, Tel. _____ / Fax: _____

FILE SUBMISSION REVIEW

RRP Representation ___ Buyer ___ Seller ___ Both, If Both, Designated Agent _____
RRP Agent Name _____ Date file Submitted/Faxed: _____ Cell Phone: _____
Closing Date _____ Extension Period for Loan or Title Work 10 Days
Management Review Date _____ Management Approval (Initial) _____ Date Sent Back for Agent Compliance _____
Final Management Approval Date _____ Entered in Database by (Sec. Initial) _____ Date Entered _____
Copy of EMD Funds _____ Copy of our Escrow Deposit Slip _____ Copy of Bank Teller Receipt for Escrow Deposit _____

CLIENT DATA

RRP Client Name _____ Email: _____
RRP Client2 Name _____ Email: _____
Property _____ City _____, VA _____
Mailing Address _____ City _____ State _____
Zip _____, Home Phone (____) _____ - _____ Work Phone(____) _____ - _____
Cell1: (____) _____ - _____, Cell2: (____) _____ - _____ Fax Number: (____) _____ - _____

SALES CONTRACTS Items in Bold Required, All other as needed LISTING

- | | |
|--|---|
| <input type="checkbox"/> R.R.C. Disclosure (Affiliated Bus./Misc.) | <input type="checkbox"/> R.R.C. Disclosure (Affiliated Bus./Misc.) |
| <input type="checkbox"/> RRP Buyer Broker Agreement | <input type="checkbox"/> Listing Agreement |
| <input type="checkbox"/> Ratified Purchase Agreement | <input type="checkbox"/> Listing Input Form OR |
| <input type="checkbox"/> Buyer Short Sale Addendum | <input type="checkbox"/> Copy of CVRMLS Full Agent Printout of Listing |
| <input type="checkbox"/> Residential Property Disclosure | <input type="checkbox"/> Residential Property Disclosure |
| <input type="checkbox"/> Proximity to Military Air Installation Disclosure (if required) | <input type="checkbox"/> Proximity to Military Air Installation Disclosure (if required) |
| <input type="checkbox"/> Lead Base Paint Disclosure | <input type="checkbox"/> Lead Base Paint Disclosure |
| <input type="checkbox"/> Required Disclosure of Brokerage Relationship | <input type="checkbox"/> Required Disclosure of Brokerage Relationship |
| <input type="checkbox"/> Standard Clause Addendum | <input type="checkbox"/> Jerry Douglas Engagement Agreement |
| <input type="checkbox"/> FYP-Home Inspection (FHA) | <input type="checkbox"/> Client Closing Letter Agent Initial _____ |
| <input type="checkbox"/> Client Closing Letter Agent Initial _____ | <input type="checkbox"/> Sign Installed By Agent, Date Installed _____ |
| <input type="checkbox"/> Home Inspection Addendum | <input type="checkbox"/> Testimonial Rebate 1099 Acknowledgement with email & file copy of Testimonial Letter |
| <input type="checkbox"/> Sale of Personal Property Addendum (as required) | |
| <input type="checkbox"/> Summary of Rights and Obligations | BOTH AS REQUIRED |
| <input type="checkbox"/> Request for Condominium Owner's Assoc. Resale Cert. | <input type="checkbox"/> Agreed Repairs Addendum |
| <input type="checkbox"/> Request for POA Disclosure Packet Request | <input type="checkbox"/> Purchaser Acknowledgement of Receipt of Condo Resale Cert. |
| <input type="checkbox"/> Jerry Douglas Engagement Agreement | <input type="checkbox"/> Purchaser Acknowledgement of Receipt of POA Disclosure Pkt. |
| <input type="checkbox"/> Approval Letter from Lender | <input type="checkbox"/> Brokerage Relationship Unrepresented |
| <input type="checkbox"/> EMD (Original & Copy) Held by <input type="checkbox"/> Listing/ <input type="checkbox"/> Selling Firm | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> New Millenium Engagement Letter | <input type="checkbox"/> Preoccupancy/Presettlement Inspection Report |
| <input type="checkbox"/> Copy of Agent Full listing printout signed by all parties | <input type="checkbox"/> Copy of Company Referral Printout |
| <input type="checkbox"/> Rebate Acknowledgement with Testimony | |

CO-BROKE INFO

Name _____ Firm _____
Cell _____ Office Fax _____

BUYER LENDER

Buyer's Lender _____ Loan Type: [] V.A. [] FHA [] Conv. [] VHDA [] USDA
Loan Officer _____ Cell _____
Office _____ Fax _____ Email: _____

SETTLEMENT AGENT INFO

Buyer's Company _____ Office _____ Fax _____
Point of Contact Name: _____
Seller's Company: _____ Office _____ Fax _____
Point of Contact Name: _____
Settlement Office Contract Receipt Verified by: _____ Date/Time: _____

SOURCE CODE : Complete all applicable source(s):

A. Firm/Broker to Agent, (Subsequent Referrals from Original): <input type="checkbox"/> Original <input type="checkbox"/> 1 Deep <input type="checkbox"/> 2 Deep <input type="checkbox"/> 3 Deep [] BoomTown!: Direct Source _____ [] Zillow Lead _____ [] Other Online Service: _____ [] Company Radio Referral, Station ID: _____ [] Other (Detailed Description): _____ [] HUD <input type="checkbox"/> OFORI <input type="checkbox"/> Matt Martin <input type="checkbox"/> HomeTelos [] Asset Manager: _____	B. Agent's own client (Must be explicit): [] Previous Client: _____ [] Referred by: _____ [] Other: _____
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SPECIAL COMMISSION ARRANGEMENT BETWEEN AGENTS (Must be signed by Primary AGENT)

If special arrangement with another Agent of Firm, Complete the following terms:
__% of Primary Agent Comm. or \$ _____ Fee to _____ (payee) for _____ (service) on transaction.

Authorized and Bound to pay by Primary Agent (payor) _____ Signature: _____

TESTIMONIAL REBATE:

[] Testimonial rebate offered [] Testimonial Rebate Agreement Submitted [] Testimonial E-mail Submitted, with copy in file
Amount of Rebate Offered: \$ _____ Rebate: [] On HUD1 at Settlement [] Rebate to Client Post Settlement
Approved by [] Management [] Client Testimonial Letter in Word Doc/Email Submitted

Acknowledged as Commission Deduction by Primary Agent Signature: _____

Home Warranty _____ Yes _____ No [] HMS [] AHS [] Other: _____
Seller Coverage Heat/Air _____ Yes _____ No
Paid for By: _____ Buyer _____ Seller _____ Agent
Client Follow-Up Package _____ Opt. In _____ Opt. Out

CLOSING - FILE/CLIENT QUALITY REVIEW	
_____ Settlement Date	EMD: \$
_____ Date Check(Wire)/HUD1 Retrieved by Secretary	DOCFEE: \$
_____ Date of Deposit/Wire	CFU: \$
_____ Copy of Bank Stamped Deposit Slip with Deposit Break Down	
_____ Sec. verified Walk Thru Report signed by all parties (Buyer/Seller Signed)	
_____ Sec. verified File copy of Testimonial Rebate Agreement and Testimonial in Word Doc & Email	
_____ Date of Secretary Quality Review (Pre/Post Settlement)	ADD'L COMM: \$
_____ Date Secretary entered into Spreadsheet	S.A. BONUS: \$
	Courier Fee: \$
	Tracking #:
Comments: Pre-Settlement Quality Review: _____	
Post Settlement Quality Review: _____	