

Contract Checklist



Only email/fax items 1-12 requested on this form to the office

Make sure you give **your** home fax number and other phone numbers to Title Co., Loan Officers, Inspectors, etc. Include this form, dated.

Do not give out the office fax number to anyone.

602-441-3682 is for agents to fax in paperwork only. All other paperwork is to be faxed or sent to **your** home office, such as Home Inspection, C,C&R's, Termite Report, Preliminary Title Reports and HOA Bylaws which **do not** get faxed to the office.

Property Address _____ City _____ Zip _____ Year Built _____

Please Print

Include a **clear legible and normal size copy** of the paperwork you're turning in. Failure to turn in **1-8 all together** with the contract will result in a \$50 office fee.

Date Faxed

1. _____ **A: Title Officer Instructions, B: Buyers and Sellers Earnest Money Agreement** — Must be sent to Title Officer at start of escrow.
2. _____ **Purchase Contract** — All nine pages of the contract with initials, dates and signatures (especially page 9). When faxing, please use the originals so we get a clear copy.
3. _____ **Agency Disclosure and Election** — Be sure to check the proper agency relationship. (Dual Consent — if needed)
4. _____ **A: Disclosure and Release, B: Financial Disclosure and Release** — Have your client read, understand and sign these forms before the purchase contract.
5. _____ **"Required with all FHA Sales"** — If the loan your buyer is getting is FHA, they need to read and sign this form. It's very important they sign, date, and **understand** this form.
6. _____ **Commission Disbursement Form** - The math deductions shall be done by the agent prior to being faxed to the Brokers Processing Center at **602-441-3682** for Broker's approval.
7. _____ **A. Short Sale Addendum B. As Is Addendum** — If necessary.
8. _____ **Earnest Money Receipt** — Must turn in within **24 hours** of opening escrow as required by the AZRE.

Required to be turned in **before the close of escrow** along with a fax cover sheet identifying agent, property address, Buyer, and Seller. Failure to turn in **8-12** before the COE will result in a \$50.00 office reprocessing fee.

9. _____ **SPDS (Sellers Property Disclosure Statement)** — All initials, signatures, and dates required by both seller and buyer.
10. _____ **Lead Base Paint** — All Initials, signatures and dates are required if built in **1978** or before.
11. _____ **Buyers Inspection & Sellers Response Addendum** — Whether your Buyer is having an inspection or waiving it, **please have them sign this form where needed.**
You do NOT need to include the inspection list.
12. _____ **Final Walk Through Inspection**