

SCHNEIDER REAL ESTATE SPECIAL SALES CONTRACT CHECKLIST

Property Address: _____ Agent: _____

Complete this checklist & turn packet into office within 24 hours of contract acceptance!

DOCUMENT NAME:	IN PACKET	TURN IN TO OFFICE	DATE TURNED IN TO OFFICE
Title Transmittal Sheet (SRE)	X	X	
Missouri Broker Disclosure Form	X	LEAVE WITH CLIENT	LEAVE WITH CLIENT
Special Sale Contract #2043	X	X	
Special Sale Inspection Rider #2184	X	X	
Short Sale Rider #2176		(If Applicable)	
Appraisal Rider (NON FHA/VA Contracts) #2046	X	(If Applicable)	
FHA or VA Loan Provisions Rider #2135FHA or #2135VA	X	(If Applicable)	
Electronic Communication Authorization #2183	X	X	
**Title and Survey Work Order Form #2140	X	(If Applicable)	
**Affiliated Business Arrangement Disclosure (SRE)	X	(If Applicable)	
**Buyer's Agency Agreement #2125	X	(If Applicable)	
**Home Inspection Recommendation Form (SRE)	X	(If Applicable)	
Lead-Based Paint Disclosure * #2049		X	
Sellers Disclosure (5 pages) * #2091		X	
Earnest Money Check if held by SCHNEIDER		X	
Copy of Earnest Money		X	
Pre-Qualification Letter or Proof of Funds		X	
MLS Print Out		X	
Property Tax Records/ Legal Description		X	
**Completed Home Warranty (If Ordered)		(If Applicable)	
Buyer/Seller Source (<i>where you obtained</i>)		X	
REFERRAL FORM <u>MUST BE TURNED IN</u>		(If Applicable)	
OneSource Solutions Home connections***		LEAVE WITH CLIENT	LEAVE WITH CLIENT

* Listing agent should supply these forms already signed by sellers.

** Denotes only if "Sold" by SCHNEIDER Real Estate Agent ***OneSource Pamphlet in office.

NOTE: Be sure the client receives a copy of each form they sign.

List any forms needed to complete the package:

Required docs not available, please explain:

Please provide Name(s) & Address where we can send the SCHNEIDER Quality Survey:

