

CONTRACT FOR SALE CHECKLIST

Included
Not Applicable

Seller: _____ Buyer: _____

Address: _____

Agent: _____

<input type="checkbox"/>	<input type="checkbox"/>	Associate Worksheet - COMPLETELY filled out?
<input type="checkbox"/>	<input type="checkbox"/>	Contract signed and initialed by ALL parties?
<input type="checkbox"/>	<input type="checkbox"/>	Escrow holder's complete name, address, & phone # on contract?
<input type="checkbox"/>	<input type="checkbox"/>	Is Gold Crest Title disclosure on contract?
<input type="checkbox"/>	<input type="checkbox"/>	All addenda/riders checked off on contract included?
<input type="checkbox"/>	<input type="checkbox"/>	Title Order
<input type="checkbox"/>	<input type="checkbox"/>	"For Your Protection, Get a Home Inspection" (FHA Financing)
<input type="checkbox"/>	<input type="checkbox"/>	Accept/Reject Assistance form
<input type="checkbox"/>	<input type="checkbox"/>	Seller's Property Disclosure form - signed by ALL parties
<input type="checkbox"/>	<input type="checkbox"/>	Lead Based Paint Disclosure - if built in 1977 or earlier
<input type="checkbox"/>	<input type="checkbox"/>	Pending Water/Sewer Disclosure (Charlotte County)
<input type="checkbox"/>	<input type="checkbox"/>	MLS printout (it must show "pending" if it was your listing)
<input type="checkbox"/>	<input type="checkbox"/>	Home Protection Plan
		<input type="checkbox"/> Accepted
		<input type="checkbox"/> Rejected (If rejected, a completed application with ALL pages attached are needed)
<input type="checkbox"/>	<input type="checkbox"/>	Verification of Deposit sent (if Almar buyer)
<input type="checkbox"/>	<input type="checkbox"/>	Verification of Deposit received (if NOT Almar buyer)
<input type="checkbox"/>	<input type="checkbox"/>	Date Additional Deposit due:
<input type="checkbox"/>	<input type="checkbox"/>	Preferred Client Club Enrollment Form
<input type="checkbox"/>	<input type="checkbox"/>	Need JUST SOLD postcards? Please complete a Postcard Order Form & send it according to form.

FOR MANAGERS

- ☐ Verification of Deposit marked on Sales Board?
- ☐ All signatures and initials checked?
- ☐ Contacted agent DIRECTLY for missing documents?
