



Agent(s): _____ Weblead? Yes No Represent: _____

Property Address: _____ Type: _____

Seller(s) Name: _____ Buyer(s) Name: _____

Close Date: _____ Sales Price: _____ Escrow #: _____ Property Base #: C- _____

Please note that this is not an all-encompassing list. Be sure to upload all applicable property data and all documents that might be relevant or important to the transaction, should we ever need to revisit the file. If in doubt, upload the document. Please write N/A if not applicable:

Closing Requirements

- 1. _____ BOH Deposit Slip
- 2. _____ Copy of Commission Check
- 3. _____ Final HUD Statement
- 4. _____ Opening Escrow Instructions (final/accurate version)
- 5. _____ Referral Agreement: _____
- 6. _____ MLS Print Out Of SOLD Status (HL Listing side only)
- 7. _____ HARPTA and FIRPTA Forms
- 8. _____ Buyer Satisfaction Waiver
- 9. _____ Seller Satisfaction Waiver

Contract Requirements

- 10. _____ Dual Agency Agreement (if applicable)
- 11. _____ Contract with Counter Offer, Addenda & Amendment
- 12. _____ Lead Base Paint Addendum (for houses built prior to 1978)
- 13. _____ Hawaii Life Notice to Buyers (required for ALL HL Buyers)
- 14. _____ Leasehold Disclosure Documents
- 15. _____ Receipt of LH Disclosure Documents
- 16. _____ G-2 Preliminary Title Report (Buyer and Seller Approved)
- 17. _____ I-1 Seller's Real Property Disclosure Statement OR Waiver of Seller's Disclosure
 - 17a. _____ Receipt of SRPDS
- 18. _____ J-1 General Inspection Report (Signed by HL Buyer) OR Waiver of Professional Home Inspection
- 19. _____ K-1 Survey Report or Staking Invoice (Signed by HL Buyer) OR Waiver of Staking and Survey
- 20. _____ L-2 Termite Inspection Report (Signed by HL Buyer) OR Waiver of Termite Inspection
- 21. _____ M-1 Receipt of Subdivision/AOAO/Condominium Documents OR Waiver of M-1 Documents
 - 21a. _____ Project Information Form (RR105c)
 - 21b. _____ Receipt of RR105c
- 22. _____ Hawaii Life Listing Binder / Agreements
- 23. _____ Previous Offers (Cancellations, Multiple Offers, etc)
- 24. _____ American Home Shield Contract No: _____ (Required for all HL agents selling their own property)
 - _____ Emails bcc'd to your Property Base File or Transaction3@HawaiiLife.com
 - _____ Change status to SOLD in PB Listing File (if applicable)
 - _____ Update PB contact status for all HL clients involved in the transaction

I certify that the fully executed above marked documents are uploaded in PropertyBase. Failure to do so will delay the issuance of payment of commission checks to agents involved in this transaction.

Agent Signature: _____ BIC Signature: _____