



## **CDA Checklist for Listing Agent Resale**

**Agent must provide the following at least 3 business days PRIOR TO CLOSING**

- ☐ CDA completely and correctly filled out
- ☐ MLS Full Agent Report showing Status and Co-op agent info
- ☐ Listing Agreement (TAR 1101)
- ☐ Information about Brokerage Services (TAR 2501)
- ☐ Add. For Seller's Disclosure on LBP and LBP Hazards (TAR 1906)
- ☐ MUD Notice (HAR 400-A)
- ☐ HOA Addendum (TREC 36-4)
- ☐ T-47 Form- if the Seller is using the existing survey (TAR 1907)
- ☐ Fully Executed Contract (TREC 20-7)
- ☐ Amendment to Contract (TREC 39-6)
- ☐ Third Party Financing Addendum (TREC 40-2)
- ☐ Seller's Temporary Residential Lease (TAR 1910)

**Failure to provide the above in a timely manner will result in the agent not receiving the commission until all items are completed**