



# Sale Contract Checklist



Property Address: \_\_\_\_\_

\_\_\_\_\_ File No: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Client Name(s): \_\_\_\_\_ MLS #: \_\_\_\_\_

Acceptance Date: \_\_\_\_\_ Closing Date: \_\_\_\_\_

Property Type:  SFR  SFRNC  MSFR  MH  TH/C  TH/CNC  Res. Inc.  Co-op  
 New Construction  Unrepresented Seller  Land/Lot  Commercial

MLS Status Change: Contingent \_\_\_\_\_ CAPA \_\_\_\_\_ Pending \_\_\_\_\_ Sold \_\_\_\_\_

| Type of Transaction <input type="checkbox"/> New<br>Lines # 1 - 12 should be completed within three (3) days   | Listing Sold | Buyer Sale | Agent check if Attached | Manager Check if Missing:<br>Notes or Requirements | Check if Received |
|--|--------------|------------|-------------------------|--|-------------------|
| 1. MLS Printout, URS Flyer or Assessor's Page  | x            | x          |                         |  |                   |
| 2. Earnest Money Receipt   | x            | x          |                         |  |                   |
| 3. Purchase Contract Fully Signed & Initialed  | x            | x          |                         |  |                   |
| 4. Signed Counter Offer(s) - Total Number ( )  | x            | x          |                         |  |                   |
| 5. Addenda - Circle if Included in File: Affidavit of Disclosure<br>Wastewater Add GV/Sahuarita Add, HOA Condo/Planned<br>Community Add, Clause Add, As-Is Add, Buyer Contingency Add  | x            | x          |                         |  |                   |
| 6. Loan Status Report (LSR)  | x            | x          |                         |  |                   |
| 7. Lead Based Paint Disclosure (All Parties Signed as Req.)  | x            | x          |                         |  |                   |
| 8. Real Estate Agency Disclosure and Election  |              | x          |                         |  |                   |
| 9. Limited Dual Agency   | x            | x          |                         |  |                   |
| 10. Buyer's Advisory   |              |            |                         |  |                   |
| 11. Buyer Broker Employment Agreement  |              | x          |                         |  |                   |
| 12. Comparable Market Analysis   |              | x          |                         |  |                   |
| Lines # 13 - 29 Turn in day of Closing   |              |            |                         |  |                   |
| 13. Estimated Closing Cost Sheet   | x            | x          |                         |  |                   |
| 14. Property Verification Form   | x            | x          |                         |  |                   |
| 15. SPDS (Residential / Land / Commercial / Well)  | x            | x          |                         |  |                   |
| 16. Buyer's Receipt & Acknowledgment of HOA Docs   | x            | x          |                         |  |                   |
| 17. Insurance Claims History (C.L.U.E.)  | x            | x          |                         |  |                   |
| 18. Copy of Home Inspection Report   | x            | x          |                         |  |                   |
| 19. Termite Inspection Report  | x            | x          |                         |  |                   |
| 20. Buyers Inspection Notice and Sellers Response (BINSR)  | x            | x          |                         |  |                   |
| 21. Circle if Included in File: Septic, Flood Cert., Well Cert.,<br>Supplemental Closing Instructions, Roadway Agreement,<br>Power of Atty, Home Warranty, Mold Disclosure, FHA/HUD<br>Inspection, Pool, Airport, SuperFund, Permit Disclosure, PB<br>Pipe | x            | x          |                         |  |                   |
| 22. Preliminary Title Report   | x            | x          |                         |  |                   |
| 23. Seller's HOA Information & Request   | x            | x          |                         |  |                   |
| 24. New Construction: Receipt for Public Report  | x            | x          |                         |  |                   |
| 25. New Construction: Contract signed by Seller, Commission<br>Agreement, Site Map, Copy of 5 Year Pre-Treatment   | x            | x          |                         |  |                   |
| 26. Cure Notice(s)   |              | x          |                         |  |                   |
| 27. Final Walkthrough  | x            | x          |                         |  |                   |
| 28. DFT - Escrow Cancellation Instructions (Earnest Money?)  | x            | x          |                         |  |                   |
| 29. Commission Report  | x            | x          |                         |  |                   |
| 30. Status Report Form (Closed)  | x            |            |                         |  |                   |
| 31. Final Signed HUD   | x            | x          |                         |  |                   |
| 32. Comments:  |              |            |                         |  |                   |

