

**Buy Side/Selling Checklist**

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

Buyer Name (s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Buyer Contact Info: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract Date :\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Closing Date :\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Contract

\_\_\_\_ Trend Addendum

\_\_\_\_ Seller’s Disclosures

\_\_\_\_ Condo or HOA Disclosure Addendum (If applicable)

\_\_\_\_ Lead Based Paint Addendum if built prior to 1978 (If applicable)

\_\_\_\_ \*New as of April 2018 MLS Residential Entry Form OR **Seller initial MLS sheet**

\_\_\_\_ Various Other Addendum/Disclosures (Short Sale, Agent Interest, No brokerage relationship)

\_\_\_\_ Buyer’s Pre-qualification letter or proof of funds

\_\_\_\_ Copy of Buyers Escrow Deposit Check

\_\_\_\_ Commission Disbursement Authorization