

# Southland REALTORS

## CHECK LIST

- YOU MUST HAVE ALL REQUIRED DOCUMENTS BEFORE A COMMISSION CHECK CAN BE WRITTEN.
- MAKE SURE FINAL WALK-THRU AND FINAL PROPERTY DISCLOSURE IS SIGNED AT THE CLOSING TABLE OR BEFORE.

### **LISTING**

- Listing Input Form
- Sales Agency Contract
- Conformation of Agency Status
- Lead Based Paint Disclosure (if built before 1978)
- Tennessee Residential Property Disclosure or Exemption
- Sewer Hook-Up Verification (if applicable)
- Subsurface Disposal System Permit Disclosure (Tar form if on septic)
- Disclaimer Notice
- Other: \_\_\_\_\_

### **Buyers/Pending Contract (Turn in paperwork as soon as you get under contract)**

- Make sure it's put in Pending on the MLS
- Real Estate Contract (make sure all signatures)
- Copy of Earnest Money or If you are holding make sure you turn in the check with the contract (you have only 3 days from binding date to deposit the ck)
- Confirmation of Agency
- Tennessee Residential Property Disclosure of Exemption
- Compensation Agreement
- Business Affiliate
- Sewer Hookup Verification
- Buyers Agency Agreement (if you represent the buyer)
- Lead Based Paint Disclosure (if built before 1978)
- Permit for Subsurface Sewage Disposal (if on septic)
- Get a Home Inspection
- Disclaimer
- Other \_\_\_\_\_

### **CLOSING**

- Sales Input Form (completely filled out)
- HUD
- Termite Letter
- Final Walk Thru
- Addendum to Property Disclosure (not required if property is exempt)
- Copy of Commission CK

**Please make sure you property is closed out in the MLS asap!**