

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)

- Sales Input Form
- 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
- 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/ALTA
- 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!