

# 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 (Office Form)
- Sales Agency Contract (Input Form from MLS)
- Confirmation of Agency Status (RF302)
- Lead Based Paint Disclosure (if built before 1978) (RF209)
- Tennessee Residential Property Disclosure or Exemption (RF201)
- Sewer Hook-Up Verification (if applicable) (Office Form)
- Subsurface Disposal System Permit Disclosure (Tar form if on septic) (RF208)
- Disclaimer Notice (RF304)
- Wire Fraud Warning (RF308)

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

- Sales Input Form (Office Form)
- Make sure it's put in Pending on the MLS (If the office does it make sure to ask them)
- Real Estate Contract (make sure all signatures) (RF401)
- Copy of Earnest Money or If you are holding make sure you turn in the check with the contract
- Confirmation of Agency (RF302)
- Tennessee Residential Property Disclosure or Exemption (RF201)
- Compensation Agreement (RF702)
- Business Affiliate Disclosure (Office Form)
- Exclusive Buyer Rep Agreement (Agency) (RF142)
- Lead Based Paint Disclosure (if built before 1978) (RF209)
- Subsurface Sewage Disposal System Permit Disclosure (if on septic) (RF208)
- Importance Of Inspections (RF712)
- Disclaimer Notice (RF304)
- Wire Fraud Warning (RF308)

### **CLOSING**

- Sales Input Form (completely filled out)
- HUD/ALTA (check your numbers)
- Termite Letter
- Buyers Final Inspection (RF660)
- Addendum to Property Disclosure (not required if property is exempt) (RF202)
- Copy of Commission CK (Make sure it matches you Sales Input Form)

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