



SELLER TRANSACTION SUMMARY CHECKLIST

SELLERS AGENT: _____ SELLER NAME: _____

PROPERTY ADDRESS: _____

AGENT EMAIL: _____ PHONE: _____

TITLE CO.: _____ MLS# _____

REQUIRED DOCUMENTS

	Seller File Checklist Audit
	Commission Disbursement Form
	EXCLUSIVE RIGHT TO SELL LISTING AGREEMENT (DESIGNATED AGENCY BROKERAGE)
	MLS Input Form
	Real Estate Purchase Contract (REPC)
	All Addendums in Numerical Order
	Seller's Property Condition Disclosure
	Transaction Document Receipt
	Earnest Money Receipt
	Copy of Earnest Money Check
	If applicable with this transaction
	Short Sale Addendum
	Short Sale Disclosures
	Home Warranty
	Disclosure of Interest (If buyer is agent or related)
	FHA/VA Loan Addendum to REPC
	Limited Agency Consent Agreement Disclosure (Required if an agent represents BOTH the buyer & the seller)
	FSBO Agreement
	Lead Based Paint Addendum to REPC



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Office Forms

Red Rock Real Estate
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