1st Michigan Realty
Phone: (248) 838-9988

BUY/SELL CLOSING CHECKLIST

Forms To be Turned In for address: _____

The following documents must be turned in BEFORE commission check will be issued.

- ☐ Exclusive Right to Sell(Listing)/Buy
- ☐ Agency Disclosure – Form K
- ☐ Lead Based Paint Disclosure Form
- ☐ Purchase Agreement – Fully Executed
- ☐ *Inspection Report (Optional)*
- ☐ Buy/Sell Closing Summary Sheet
- ☐ Accounting Book Keeping (Brokerage)
- ☐ Other:_____ _
- ☐ MLS Listing From – Signed by Seller (**Listing only**)
- ☐ Listing Agreement Amendments (if any **Listing only**)
- ☐ Seller's disclosure Form – Signed by Both Parties
- ☐ Purchase Agreement Addendum (if any)
- ☐ Closing Package from Title Company
- ☐ Compensation Disclosure (other than in contract)
- ☐ Copy of Commission Check
- ☐ Other:_____

Comments (state the reason if the upmentioned form is not avaiable)

_____ _____

_____ _____

Agent Date Office Manager Date

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