

BUY/SELL CLOSING CHECKLIST

Forms To be Turned In for address: _____

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

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

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

Agent Date

Office Manager Date

DISCLAIMER: This form is created by 1st Michigan Realty. 1st Michigan Realty is not responsible for use or misuse of the form, for misrepresentation, or for warranties made in connection with the form.