

## FORMS CHECKLIST: LISTING AGENT (RESIDENTIAL RESALE)

<input type="checkbox"/>	Duties Owed	Signed by client(s)
<input type="checkbox"/>	Exclusive Right to Sell	Signed by client(s) and agent
<input type="checkbox"/>	Residential Listing Input Form	Signed by client(s) and agent
<input type="checkbox"/>	Residential Disclosure Guide	Signed by client(s)
<input type="checkbox"/>	Wire Fraud Disclosure	Signed by client(s)
<input type="checkbox"/>	Coming Soon Authorization Form (if applicable)	Signed by client(s), agent, and Broker
<input type="checkbox"/>	Authorization to Withhold Listing Form (if applicable)	Signed by client(s), agent, and Broker & submitted to MLS portal
<input type="checkbox"/>	Offer & Acceptance	Signed by seller and buyer
<input type="checkbox"/>	Seller's Real Property Disclosure	Signed by seller and buyer
<input type="checkbox"/>	Notice of Required Repairs (unless seller is not agreeing to repairs)	Signed by seller and buyer
<input type="checkbox"/>	Final Walk-Through	Signed by buyer
Also required in Backagent		
<input type="checkbox"/>	Buyer's Pre-Qualification or Proof of Funds	
<input type="checkbox"/>	Earnest Money Deposit Receipt	Provided by Escrow
<input type="checkbox"/>	Estimated Settlement Statement	Provided by Escrow
<input type="checkbox"/>	Commission Instructions from Title	Provided by Escrow + Signed by Broker
<input type="checkbox"/>	Commission Check Request (found on Backagent under the "Office" tab)	Submitted to <a href="mailto:money@solidsourcenv.com">money@solidsourcenv.com</a> at least 3 days prior to COE
<input type="checkbox"/>	Closing Package	Provided by Escrow
<input type="checkbox"/>	MLS Printouts (Both Active and Sold)	
Possibly required depending on the individual escrow/subject property		
<input type="checkbox"/>	Counter Offer(s)	Signed by seller and buyer
<input type="checkbox"/>	Addendum(s)	Signed by seller and buyer
<input type="checkbox"/>	Lead Based Paint Disclosure (Constructed prior to 1978)	Signed by seller and buyer
<input type="checkbox"/>	Right to Farm (Douglas or Lyon County)	Signed by seller and buyer
<input type="checkbox"/>	Open Range Disclosure (Adjacent to BLM land)	Signed by seller and buyer
Upload to Backagent when applicable		
<input type="checkbox"/>	Inspection Reports	
<input type="checkbox"/>	Home Warranty	

\* Every escrow is different. Read your contract and the forms. This checklist is intended to be a general guide.

## FORMS CHECKLIST: SELLING AGENT (RESIDENTIAL RESALE)

<input type="checkbox"/>	Duties Owed	Signed by client(s)
<input type="checkbox"/>	Offer & Acceptance	Signed by seller and buyer
<input type="checkbox"/>	Seller's Real Property Disclosure	Signed by seller and buyer
<input type="checkbox"/>	Residential Disclosure Guide	Signed by client(s)
<input type="checkbox"/>	Wire Fraud Disclosure	Signed by client(s)
<input type="checkbox"/>	For your protection get a home inspection	Signed by client(s)
<input type="checkbox"/>	Environmental Contact List (or Rural ECL when applicable)	Signed by client(s)
<input type="checkbox"/>	Final Walk-Through	Signed by client(s)
Also required in Backagent		
<input type="checkbox"/>	Buyer's Pre-Qualification or Proof of Funds	
<input type="checkbox"/>	Earnest Money Deposit Receipt	Provided by Escrow
<input type="checkbox"/>	Preliminary Title Report (signed by Buyer)	Provided by Escrow
<input type="checkbox"/>	Estimated Settlement Statement	Provided by Escrow
<input type="checkbox"/>	Commission Instructions from Title	Provided by Escrow + Signed by Broker
<input type="checkbox"/>	Commission Check Request (found on Backagent)	Submitted to <a href="mailto:money@solidsourcenv.com">money@solidsourcenv.com</a> at least 3 days prior to COE
<input type="checkbox"/>	Closing Package	Provided by Escrow
<input type="checkbox"/>	MLS Printouts (Both Active and Sold)	
Possibly required depending on the individual escrow/subject property		
<input type="checkbox"/>	Counter Offer(s)	Signed by seller and buyer
<input type="checkbox"/>	Addendum(s)	Signed by seller and buyer
<input type="checkbox"/>	Common Interest Community Disclosure	Signed by buyer
<input type="checkbox"/>	CCR Documents/HOA Resale Package	First page signed by buyer
<input type="checkbox"/>	Lead Based Paint Disclosure	Provided by Listing Agent, signed by Buyer
<input type="checkbox"/>	Right to Farm (Douglas or Lyon County)	Provided by Listing Agent, signed by Buyer
<input type="checkbox"/>	Open Range Disclosure (Adjacent to BLM land)	Provided by Listing Agent, signed by Buyer
<input type="checkbox"/>	Information on Well/Septic	Signed by buyer
<input type="checkbox"/>	Used Manufactured/Mobile Home Disclosure	Signed by buyer
<input type="checkbox"/>	Mold Disclosure (found on Backagent)	If mold is discovered during inspections, Signed by buyer
<input type="checkbox"/>	Inspection Reports (if applicable)	
<input type="checkbox"/>	Home Warranty (if applicable)	
<input type="checkbox"/>	Buyer's Brokerage Agreement (if applicable)	

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**FORMS CHECKLIST: SELLING AGENT (NEW CONSTRUCTION)**  
**\*IF YOU ARE LISTED AS THE BUYER'S AGENT ON THE CONTRACT**

<input type="checkbox"/>	Duties Owed	
<input type="checkbox"/>	Selling Contract	
<input type="checkbox"/>	Residential Disclosure Guide	
<input type="checkbox"/>	Wire Fraud Disclosure	
<input type="checkbox"/>	For your protection get a home inspection	Only required if FHA, but highly suggested
<input type="checkbox"/>	Environmental Contact List (or Rural ECL when applicable)	
Also required in Backagent		
<input type="checkbox"/>	Buyer's Pre-Qualification or Proof of Funds	
<input type="checkbox"/>	Earnest Money Deposit Receipt	Provided by Escrow
<input type="checkbox"/>	Estimated Settlement Statement	Provided by Escrow
<input type="checkbox"/>	Commission Instructions from Title	Provided by Escrow
<input type="checkbox"/>	Commission Check Request (found on Backagent under the "Office" tab)	Submitted to <a href="mailto:money@solidsourcenv.com">money@solidsourcenv.com</a> at least 3 days prior to COE
<input type="checkbox"/>	Closing Package	Provided by Escrow
<input type="checkbox"/>	MLS Printouts (Both Active and Sold)	If listed on MLS, not always
Possibly required depending on the individual escrow/subject property		
<input type="checkbox"/>	Counter Offer(s)	
<input type="checkbox"/>	Addendum(s)	
<input type="checkbox"/>	Common Interest Community Disclosure	
<input type="checkbox"/>	CCR Documents/HOA Resale Package	
<input type="checkbox"/>	Right to Farm (Douglas or Lyon County)	Provided by Listing Agent
<input type="checkbox"/>	Open Range Disclosure	Adjacent to BLM land, provided by Listing Agent
<input type="checkbox"/>	Information on Well/Septic	
<input type="checkbox"/>	Mold Disclosure	
Upload to Backagent when applicable		
<input type="checkbox"/>	Inspection Reports	
<input type="checkbox"/>	Home Warranty	

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**FORMS CHECKLIST: LISTING AGENT (VACANT LAND)**

<input type="checkbox"/>	Duties Owed	
<input type="checkbox"/>	Exclusive Right to Sell	Signed by clients and agent
<input type="checkbox"/>	Vacant Land Listing Input Form	Signed by clients and agent
<input type="checkbox"/>	Wire Fraud Disclosure	
<input type="checkbox"/>	MLS Waiver (If not going to be live on the MLS within 2 business days)	Signed by client(s), agent, Broker and submitted to MLS
<input type="checkbox"/>	Offer & Acceptance	Signed by seller and buyer
Also required in Backagent		
<input type="checkbox"/>	Buyer's Pre-Qualification or Proof of Funds	
<input type="checkbox"/>	Earnest Money Deposit Receipt	Provided by Escrow
<input type="checkbox"/>	Estimated Settlement Statement	Provided by Escrow
<input type="checkbox"/>	Commission Instructions from Title	Provided by Escrow
<input type="checkbox"/>	Commission Check Request (found on Backagent under the "Office" tab)	Submitted to <a href="mailto:money@solidsourcenv.com">money@solidsourcenv.com</a> at least 3 days prior to COE
<input type="checkbox"/>	Closing Package	Provided by Escrow
<input type="checkbox"/>	MLS Printouts (Both Active and Sold)	
Possibly required depending on the individual escrow/subject property		
<input type="checkbox"/>	Counter Offer(s)	
<input type="checkbox"/>	Addendum(s)	
<input type="checkbox"/>	Right to Farm (Douglas or Lyon County)	
<input type="checkbox"/>	Open Range Disclosure	Adjacent to BLM land
Upload to Backagent when applicable		
<input type="checkbox"/>	Reports (i.e. surveys, percolation tests, etc.)	

**FORMS CHECKLIST: SELLING AGENT (VACANT LAND)**

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Signed by Client(s) and Required in Backagent		
<input type="checkbox"/>	Duties Owed	
<input type="checkbox"/>	Vacant Land Offer & Acceptance	Signed by seller and buyer
<input type="checkbox"/>	Wire Fraud Disclosure	
<input type="checkbox"/>	Vacant Land Due Diligence Resource Guide (or Rural Vacant Land Due Diligence Guide if applicable)	
Also required in Backagent		
<input type="checkbox"/>	Buyer's Pre-Qualification or Proof of Funds	
<input type="checkbox"/>	Earnest Money Deposit Receipt	Provided by Escrow
<input type="checkbox"/>	Preliminary Title Report	Provided by Escrow
<input type="checkbox"/>	Estimated Settlement Statement	Provided by Escrow
<input type="checkbox"/>	Commission Instructions from Title	Provided by Escrow
<input type="checkbox"/>	Commission Check Request (found on Backagent under the "Office" tab)	Submitted to <a href="mailto:money@solidsourcenv.com">money@solidsourcenv.com</a> at least 3 days prior to COE
<input type="checkbox"/>	Closing Package	Provided by Escrow
<input type="checkbox"/>	MLS Printouts (Both Active and Sold)	
Possibly required depending on the individual escrow/subject property		
<input type="checkbox"/>	Counter Offer(s)	
<input type="checkbox"/>	Addendum(s)	
<input type="checkbox"/>	Common Interest Community Disclosure	
<input type="checkbox"/>	CCR Documents/HOA Resale Package	
<input type="checkbox"/>	Right to Farm (Douglas or Lyon County)	Provided by Listing Agent
<input type="checkbox"/>	Open Range Disclosure	Adjacent to BLM land, provided by Listing Agent
<input type="checkbox"/>	Information on Well/Septic	
Upload to Backagent when applicable		
<input type="checkbox"/>	Reports (i.e. surveys, percolation tests, etc.)	

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