



GIG HARBOR OFFICE

SALES CHECKLIST

BROKER MLS# SELLER (LAST): BUYER:
 PROPERTY ADDRESS:
 LISTING BROKER(S) CELL#
 SELLING BROKER(S) CELL#
 CLOSING DATE
 ESCROW INFO

| | INITIALS | INITIALS |
|----------------------------------------------------------------------------------------------------------------------------------------|----------|----------|
| <input type="checkbox"/> MLS PRINTOUT OF LISTING | | |
| <input type="checkbox"/> LENDER PRE-APPROVAL LETTER | | |
| <input type="checkbox"/> PURCHASE AND SALE AGREEMENT | | |
| <input type="checkbox"/> LAW OF AGENCY ACKNOWLEDGMENT FORM | | |
| <input type="checkbox"/> COUNTER OFFERS (IF APPLICABLE) | | |
| <input type="checkbox"/> FINANCING ADDENDUM (22A) | | |
| <input type="checkbox"/> OPTIONAL CLAUSES ADDENDUM (22D) | | |
| <input type="checkbox"/> LEAD BASE PAINT DISCLOSURE (22J) | | |
| <input type="checkbox"/> UTILITIES ADDENDUM (22K) | | |
| <input type="checkbox"/> INSPECTION ADDENDUM (35) <input type="checkbox"/> INSPECTION ADDENDUM RESPONSE (35R) <input type="checkbox"/> | | |
| <input type="checkbox"/> AUTOMATIC EXTENSION 22REGZ | | |
| <input type="checkbox"/> OTHER ADDENDA <input type="text"/> | | |
| <input type="checkbox"/> SELLER DISCLOSURE STATEMENT (17 & 17C) SEP. FROM P&S | | |
| <input type="checkbox"/> SIGNED OR INITIALED & DATED LEGAL DESCRIPTION – MANDATORY | | |
| <input type="checkbox"/> COPY OF EARNEST MONEY RECEIPT IN BY ESCROW – MANDATORY | | |
| <input type="checkbox"/> COMMISSION DISBURSEMENT FORM | | |
| <input type="checkbox"/> PRELIM. OR TITLE INCLUDED | | |
| <input type="checkbox"/> PROVIDED COMPLETE COPY OF PACKAGE TO SELLER | | |
| <input type="checkbox"/> INSPECTION REFERRAL POLICY | | |

OFFICE USE ONLY

- HUD STATEMENT RECEIVED AND FILED
- COMMISSION CHECK RECEIVED FROM ESCROW
- COMMISSION PAYMENT DISBURSED TO AGENT

COMMISSION DISB. WORKSHEET FAXED TO ESCROW (ALL FAX CONFIRM SHEETS SHOULD BE INCLUDED IN FILES)
 HUD STATEMENT RECEIVED AND FILED
 COMMISSION CHECK RECEIVED FROM ESCROW
 COMMISSION PAYMENT DISBURSED TO AGENT

NOTE: COMPLETION OF THIS FORM IS MANDATORY IN ORDER TO RECEIVE YOUR COMMISSION.
 PLACE LISTING PAPERWORK WITH THIS COVER SHEET IN THE INBOX ON GREG'S DESK
 PLEASE PLACE ALL PAPERWORK IN ORDER AND KEEP A COPY FOR YOURSELF.