



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 & 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"/> INSPECTION REFERRAL (41D)		
<input type="checkbox"/> OTHER ADDENDA <input type="text"/>		
<input type="checkbox"/> SELLER DISCLOSURE STATEMENT (17 OR 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 (40)		
<input type="checkbox"/> PRELIM. OR TITLE INCLUDED		
<input type="checkbox"/> PROVIDED COMPLETE COPY OF PACKAGE TO SELLER		
<input type="checkbox"/> SETTLEMENT STATEMENT		

OFFICE USE ONLY

- COMMISSION CHECK RECEIVED FROM ESCROW
- ALTA STATEMENT RECEIVED & FILED
- COMMISSION PAYMENT DISBURSED TO BROKER

**NOTE: COMPLETION OF THESE ITEMS IS MANDATORY IN ORDER TO RECEIVE YOUR COMMISSION
 ALL SALES DOCUMENTS ALONG WITH THIS SHEET MUST BE EMAILED TO ADMIN@BPWASH.COM
 & A FULL DOCUMENT FILE UPLOADED TO TRANSACTION DESK. YOU MUST ALSO INCLUDE THE COMMISSION
 DISBURSEMENT FORM THAT YOU PROVIDED TO ESCROW ALONG WITH OUR INTERNAL COMMISSION FORM
 & THE HUD SETTLEMENT STATEMENT**

**ONCE THE COMMISSION CHECK IS RECEIVED FROM ESCROW WE WILL CONFIRM THAT THE COMPLETE
 PACKAGE IS IN TRANSACTION DESK & THE COMMISSION PAYMENT WILL BE DISBURSED TO BROKER**