



REQUIRED UNDER CONTRACT DOCUMENTS

DATE _____

No Under Contract file will be acceptable to the company unless all properly executed forms have been turned into the brokerage **within 24 hours of being fully executed**. Any deviation must be approved by the Managing Broker prior to the contract being activated within the brokerage.

Address of Property: _____

Estimated Closing Date: _____ Purchase Price: \$ _____

Form Name	Form #	Comment	Date Sent	N/A
Definitions of Working Relationship	DD25-5-09	Mandatory Please read notes at bottom.		
Exclusive Right to Buy/Sell Listing Contract	BC60-8-10	Optional- Highly recommended you Have this agreement with your buyer/seller		
Contract to Buy and Sell Real Estate	Depends on type of sale	Mandatory - Signed by all parties unless offer was countered.		
Counterproposals	CP40-10-11	Mandatory if offer is countered. Submit all counterproposals. Final one needs to be fully executed.		
Agreement to Amend/Extend Contract	AE41-10-11	Mandatory, if any - list all of these in the blank spaces provided below. Please read notes at bottom.		
Copy of Earnest Money Check and Receipt from Escrow Holder		Mandatory		
Closing Instructions	CL8-8-10	Optional- MANDATORY WITH CLOSING PACKAGE!!		
Source of Water Addendum to Contract to Buy and Sell Real Estate	SWA35-8-10	Mandatory if seller property disclosure is not completed		
Lead Based Paint Disclosure	LP45-05-04	Mandatory if any part of the property was built prior to 1978		
Square Footage Disclosure	SF94-5-04	Mandatory if residential property		
Seller Property Disclosure (All types Of Properties)	SF94-5-04	Optional		
Inspection Objection and Resolution	NTC43-10-11	Mandatory if there are inspection objections. Signed by buyer/seller		

Notice to Terminate	NTT44-10-11	Mandatory if applicable		
Short Sale Addendum (Contract to Buy and Sell Real Estate)	SSA38-10-11	Mandatory if transaction is a short sale		
Mold Disclosure and Waiver		Only if applicable		
Power of Attorney	Legal Document	Only if applicable: If there is POA given then it will require Title Company approval prior to closing.		
All Addenda and Disclosures Required by the seller		If applicable- Example REO addendum, short sale lien holder addendum, etc.		
Agreement to Amend/Extend Contract with Broker		Mandatory ONLY if buyer agreement needs to be extended		
Sellstate Tracker Sheet		Mandatory		
List all Agreements to Amend/Extend Below				

IMPORTANT NOTES:

Definitions of Working Relationship- It is mandatory that we present this to our clients. It is NOT mandatory that we have a signed copy on file. If buyer or seller refuse to sign this then you will want to present to office a blank version of this form with "refuse to sign" written on it along with the date that is was presented to buyer or seller.

Agreement to Amend/Extend Contract- Make sure to differentiate each amendment when listed above. Example) Amend/Extend Closing Deadline, Amend/Extend Price, etc.

FOR ALL OPTIONAL DOCUMENTS- Even though these are optional documents for filing purposes, send them into office if you have utilized them within the transaction.