Home Wise Realty Group

TRANSACTION CHECKLIST

Copies of All Sales and Listing Agreements Must be sent to the Office immediately upon signing.
NO EXCEPTIONS.

Agent: _____

Rep: ☐Buyer(s) ☐Seller(s) ☐Both **MLS#:** _____

Property Address: _____

Mark applicable transaction

☐Auction ☐Bank Owned/REO ☐Commercial ☐Condo ☐New Constr. ☐Residential ☐Short Sale

Title Company:

Buyer(s) Name:	Seller(s) Name:
Contract Date:	List Date:
Buyer(s) Agent:	Seller(s) Agent:
RE Co. other than HW:	RE Co. other than HW:

SALES DOCUMENTS REQUIRED	LISTING DOCUMENTS REQUIRED
☐ Sales Contract & All Add. Addendums	☐ Exclusive Right of Listing Agreement
☐ Affiliated Business Disclosure	☐ Short Sale Addendum
☐ Buyer's Disclosure	☐ Data Entry Form
☐ Mold Disclosure	☐ Affiliated Business Disclosure
☐ Seller's Property Disclosure	☐ Seller's Property Disc *or* Sinkhole Disc.
☐ Short Sale Addendum	☐ Status Change Form
☐ HOA Disc. / Condo Assoc. Disc.	☐ HOA Disc. / Condo Assoc. Disc.
☐ Condo Receipt Disclosure	☐ Lead Base Paint Disc. (if built before 1978)
☐ Lead Base Paint Disc (if built before 1978)	☐ Sales Contract & All Add. Addendums
☐ PROOF of Escrow	☐ PROOF of Escrow
☐ Compliance Fee Form (if collecting)	☐ Compliance Fee Form (if collecting)
☐ Extension	☐ Extension
☐ Other	☐ Other
Contract Exp. Closing Date:	

CLOSING DOCUMENTS REQUIRED

Commission Disbursement Form	☐	Email to: info@homewisefl.com
Executed Settlement Statement	☐	Office Fax: (407) 712-2010
Copies of All Checks	☐	
MLS Showing Sold	☐	

File Complete Date: _____

Verified by: _____

File #:_____

Updated December 2019