SALES CHECKLISTS

Buyer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seller \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Sale \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(REO, SHORT SALE OR REGULAR)

MLS#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A. PENDING SALES**

1. **\_\_\_\_Executed Contract Signed by Buyer and Seller**

**2. \_\_\_\_All Applicable Addendums / Riders**

* 1. \_\_\_\_REO Bank Addendum **(Only if Foreclosure, CHECK MLS)**
  2. \_\_\_\_AS-IS Rider**(Unless it is an AS-IS Contract)**
  3. \_\_\_\_FHA Financing **(Only if FHA financing is Used)**
  4. \_\_\_\_Condo Rider **(Only if a Condo, CHECK MLS)**
  5. \_\_\_\_HOA Rider **(Only if property has an HOA, CHECK MLS)**
  6. \_\_\_\_Lead Based Paint/Pre 1978 **(Only if Year Built Before 1979, MLS)**
  7. \_\_\_\_Insurance/Flood Rider **(Only if in Flood Zone, Search)** Zone\_\_\_\_
  8. \_\_\_\_Short Sale Addendum **(Only if a Short Sale, CHECK MLS)**
  9. \_\_\_\_Unincorporated Dade County **(Only if Folio # Starts w/30, MLS)**

**B. REALTOR FOLLOW-UP**

1. **\_\_\_\_Receipt of Condo Docs (Only if Condo)**
2. **\_\_\_\_ Escrow Letter**

**C. CLOSINGS**

1. **\_\_\_\_Seller’s Disclosure (Always required except when REO)**
2. **\_\_\_\_**Short Sale Approval (Only if it is a short sale)
3. **\_\_\_\_HUD**
4. **\_\_\_\_MLS Sheet**
5. **\_\_\_\_**Price Change Addendum **(Only if price changed)**

**\*Everything in bold is ALWAYS required**