

Checklist - Sales Contract

In-House Docs

- ☐ Taylor/Anne Arundel Properties Disclosures - For Buyers

Required Docs

- ☐ Buyer Agency Agreement - MC and DC - GCAAR 1341
- ☐ Copy of Annual Tax Period Bill (From Seller)
- ☐ Copy of Earnest Deposit Check
- ☐ Financing Addendum (FHA, VA or Cash/Conv. Fin.) and Appraisal Contingency (if cash or conv.)
- ☐ GCAAR Sales Contract - GCAAR 1301
- ☐ Important Information for the Purchase of Real Estate - MC and DC - GCAAR 1318
- ☐ Lender Letter (Pre-Approval) OR Proof of Funds
- ☐ MC Jurisdictional Addendum to GCAAR Sales Contract - GCAAR 1312
- ☐ MD Property Disclosure-Disclaimer - GCAAR 912
- ☐ MLS Printout
- ☐ Notice of Buyer's Rights to Property Disclosure - MC - GCAAR 1342
- ☐ Radon Testing Confirmation (Barnesville, Rockville, Kensington and Poolesville and Condos excluded)
- ☐ REA - Government Regulations, Easements and Assessments Disc. (900)
- ☐ Real Property Estimated Tax (found at <http://www.montgomerycountymd.gov/apps/OCP/Tax/>)
- ☐ Utility Cost and Usage History Form - MC - GCAAR 932

Conditional Docs

- ☐ Disclosure of Licensee Status Addendum
- ☐ Earnest Deposit Confirmation from Title Company
- ☐ For Sale By Owner Forms
- ☐ Ground Rent Disclosures
- ☐ HOA/Condo Disclosures
- ☐ Lead Paint Disclosures