

KELLER WILLIAMS SALE FILE CHECKLIST NEW HOME

PROPERTY ADDRESS _____

AGENT _____

ITEM	NOTES	DATE IN FILE
GREEN SHEET		
BUYERS INSURANCE QUOTE		
DUTIES OWED		
OFFER & ACCEPTANCE		
ADDENDUM(S) (if any)		
COUNTER OFFER(S) (if any)		
PROTECTION/HOME INSP (FHA ONLY)		
AFFILIATED BUSINESS DISCLOSURE		
CIC-DID YOU KNOW...		
BUYERS COST SHEET		
RESIDENTIAL DISCLOSURE GUIDE		
EARNEST MONEY DEPOSIT RECEIPT		
ADDITIONAL FOR CLOSING		
ORDER TO PAY COMMISSION		
PRELIMINARY TITLE REPORT		
ESCROW INSTRUCTIONS		
WALK-THRU (if applicable)		

ADDITIONAL NOTES: