

KELLER WILLIAMS SALE/LISTING SOLD FILE CHECKLIST

PROPERTY ADDRESS _____

AGENT _____

| ITEM | NOTES | DATE IN FILE |
|--|-------|--------------|
| GREEN SHEET | | |
| BUYER'S INSURANCE QUOTE | | |
| MLS PRINTOUT (C-contingent or P-pending) | | |
| DUTIES OWED | | |
| CONSENT TO ACT (if applicable) | | |
| BUYER'S BROKERAGE AGMT. | | |
| OFFER & ACCEPTANCE | | |
| ADDENDUM(S) (if any) | | |
| COUNTER OFFER(S) (if any) | | |
| SRPD (complete - no blanks) | | |
| RESIDENTIAL DISCLOSURE GUIDE | | |
| LEAD BASE PAINT (if applicable-prior 1978) | | |
| HOMEOWNERS INSURANCE DISC. | | |
| FOR PROTECTION-HOME INSPECTION | | |
| AFFILIATED BUSINESS DISCLOSURE | | |
| CIC-DID YOU KNOW... | | |
| CIC - RESALE PACKAGE | | |
| BUYERS/SELLERS COST SHEET | | |
| EARNEST MONEY DEPOSIT RECEIPT | | |
| ADDITIONAL FOR CLOSING | | |
| HOME INSPECTION (if applicable) | | |
| MLS PRINTOUT "S" | | |
| ORDER TO PAY COMMISSION | | |
| PRELIMINARY TITLE REPORT | | |
| ESCROW INSTRUCTIONS | | |
| WALK-THRU | | |

ADDITIONAL NOTES: