

# KELLER WILLIAMS SALE/LISTING SOLD FILE CHECKLIST VACANT LAND

PROPERTY LOCATION \_\_\_\_\_

PARCEL #: APN \_\_\_\_\_

AGENT \_\_\_\_\_

ITEM	NOTES	DATE IN FILE
BLUE SHEET/GREEN SHEET		
MLS PRINTOUT (C-contingent or P-pending)		
TAX STAR		
DUTIES OWED		
CONSENT TO ACT (if applicable)		
LISTING AGREEMENT		
LISTING ADDENDUM (If applicable)		
RESIDENTIAL DISCLOSURE GUIDE		
MLS DATA INPUT SHEET		
OFFER & ACCEPTANCE		
ADDENDUM(S) (if any)		
COUNTER OFFER(S) (if any)		
VACANT LAND DISC (if applicable)		
SELLERS/BUYERS COST SHEET		
AFFILIATED BUSINESS DISCLOSURE		
EARNEST MONEY DEPOSIT RECEIPT		
<b>ADDITIONAL FOR CLOSING</b>		
MLS PRINTOUT "S"		
ORDER TO PAY COMMISSION		
PRELIMINARY TITLE REPORT		
ESCROW INSTRUCTIONS		

ADDITIONAL NOTES: